661 University Avenue, Suite 460
MaRS Centre, West Tower
Toronto, Ontario
M5G 1M1 Canada
www.ctontario.ca

Documented Institutional Ethics Requirements
Oak Valley Health

DIER Element	Screened by CTO	Screened by REB
Privacy Policy:		
1. Identifiers such as name, initials or full date of birth (e.g. year/month/day) may not be permitted for release for research purposes. These must be replaced with ID numbers, pseudo initials and partial date of birth (Month/Year) on any data released from the institution.	Yes	No
2. Please note that shared electronic health systems such as Connecting Ontario, OLIS, eHealth do not permit access for research purposes. Shared electronic health systems may not be used as a source for research participant data. For example, if the coordinator for the research study is also a clinical nurse/respiratory therapist treating the patient clinically and has access to the shared electronic health system to see patient information, they cannot access shared electronic health system for research purposes.	No	Yes
Informed Consent Form:		
1. In the confidentiality section, please add the following bullet to the list of representatives that will have access to study data for the purpose of quality assurance: • *"Representatives of Oak Valley Health to oversee the conduct of clinical research studies at this location."* NOTE: this statement must replace alternate wording (e.g., "*This institution and affiliated sites, to oversee the conduct of research at this location.*") present in the study-wide approved consent form.	Yes	No
2. ***If study data will be entered into the participant's medical record:*** Adding information into your Oak Valley Health medical record Your participation in this study will be recorded in your Oak Valley Health medical record. If you participate in this study, the following study related information will be added to your hospital file and stored in the hospital's electronic medical record system: describe the study related information will be put into the participant's medical record, including documentation of consent discussion, consent form, study drug dosing, and results of tests done for study purposes. Oak Valley Health shares the patient information stored on its electronic medical records system with other hospitals and health care providers in Ontario so that they can access the information if it is needed for your clinical care. Any of these people may see that you were in this study and the study data listed above when they access your medical record for clinical purposes.	No	Yes

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SRERS Administration
Oak Valley Health

Reminder: Institutional Research Administration Requirements

The CTO Streamlined System provides a streamlined approach to research ethics review. Each participating site must ensure that all necessary institutional authorizations and contracts/agreements are in place prior to beginning the research.

Research Training

All individuals (e.g., investigators, coordinators, and any other personnel conducting research activities including students, trainees, fellows, etc.) involved in research activities at Oak Valley Health (i.e., any involvement at a site, on behalf of a site, with site participants/charts/identifiable data, etc.) are required to complete research training. Please visit the Research Acorn (internal) page for more details.

Impact Assessment (IA)

If your research study will impact any departments or resources at Oak Valley Health, the study will be required to go through an impact assessment process. Please visit the Research Acorn (internal) page for more details. If you have any questions, please contact Michelle Dimas at mdimas@oakvalleyhealth.ca to learn more about this process.

Research Contracts/Agreements

If the study requires a research contract, this must be in place prior to conducting any research activities. Please contact Michelle Dimas at mdimas@oakvalleyhealth.ca to learn more about this process and if a contract/agreement is needed for your research study.

Please see the Documented Institutional Ethics Requirements (DIER) form for Oak Valley Health's site-specific requirements to be incorporated into your Participating Site Initial Application. Questions on these requirements can be directed to Michelle Dimas at mdimas@oakvalleyhealth.ca.

Stream

Collaborators:

Initial Application (CTIA) or Observational Study Initial Application (OSIA) forms and Participating Site Initial Application (PSIA) forms.

Email: mdimas@oakvalleyhealth.ca
Role: Institutional Representative

Email: sthirugnanam@oakvalleyhealth.ca
Role: Institutional Representative

This access is automatically granted when the Participating Site Initial Application is created. When **Oak Valley Health** is the Lead Applicant site the research team should immediately create the PSIA for **Oak Valley Health** (right after creating the CTIA/OSIA). This will ensure that access is automatically granted as required above; otherwise the research team will need to manually add these roles to the CTIA/OSIA prior to submission.

Institution Representative in application forms

The Primary Institution Representative must be indicated as follows in the applications within Stream:

Title:	Ms.
First Name:	Michelle
Surname:	Dimas

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Organization:	Oak Valley Health
Address:	381 Church Street, A1741, PO Box 1800
City:	Markham
Province/State:	Ontario
Postcode/Zip:	L3P 7P3
Telephone:	(905)472-7373 Ext. 6292
Fax:	N/A
Email:	mdimas@oakvalleyhealth.ca

The Secondary Institution Representative field should be left blank.