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

Documented Institutional Ethics Requirements
Providence Care Centre

Missions and Values

Providence Care Centre is a Catholic health care provider.

Informed Consent Form Requirements

1. The wording in the local informed consent form must be consistent with Catholic values. Specifically, if there are potential or known reproductive risks associated with the research, the following text must be used as the template for the centre consent forms in the 'What are the reproductive risks" section:
   The effects that *insert name of product/agent/device* may have on an unborn baby (fetus) are unknown. You must not become pregnant or father a baby *specify period e.g., while taking [insert name of product/agent/device] and for [identify post-intervention period] after the last dose*. The study doctor will discuss family planning with you to ensure that you do not become pregnant or father a baby during the study.
   If there are known interactions or contraindications with specific methods, they should be included.

2. General contact information – Research participants can contact these numbers - Patient, Client, Resident & Family Relations 1-844-849-9166; Privacy Office 613-544-4900, ext. 53548; Research Office 613-544-4900, ext. 52049.

3. This institution requires an ethics review to establish a Database/Registry/Biobank and this ethics review can be submitted and reviewed through Stream using the single REB of Record model.

Permission to Contact/Outside Circle of Care Policy

Please contact the Research Office in Providence Care if you wish to contact patients, clients, residents or their caregivers, especially those who are outside of circle of care for recruitment purposes.

Research sites under Providence Care Centre's Auspices:

- Providence Care Hospital
- Providence Transitional Care Centre
- Providence Manor
- Providence Care Community Support Services - primary site address: 525 Montreal St., Kingston, ON

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SRERS Administration
Providence Care Centre

Hospital Based Researchers

For hospital-based research occurring in more than one affiliated hospital (e.g., Providence Care and/or Kingston Health Sciences Centre (KGH site) and/or Kingston Health Sciences Centre (HDH site) with a single Principal Investigator, the Principal Investigator must specify their primary institution in the "Sites" tab of the Participating Site Initial Application (PSIA), and the additional sites in the response to question 2.5* (click "Yes" and then enter the additional Affiliated Hospital name(s) in the sub-questions).

**Question 2.6 in the Observational Participating Site Initial Application (OPSIA)*

When research is occurring in more than one Affiliated Hospital, the Kingston research team must also ensure that collaborators (as outlined in the Stream section of each applicable SRERS Administration form) from each Affiliated Hospital are manually added to the PSIA.

For more information on hospital based research please refer to: http://www.queensu.ca/traq/awards- grants-contracts/supportive-documents/.

TRAQ

A TRAQ DSS FORM must be completed for all Research projects.

If your research is taking place within one of the Kingston area hospitals please be sure to include the Hospital Departmental Impact & Information Form with your TRAQ submission. All hospital departments impacted by your research must be checked off on the "Approvals" tab.

For more information, please consult "Hospital Based Research – Tips for Completing the TRAQ DSS FORM", "Hospital Departmental Impact & Information Form Tips", and "Hospital-Based Research Frequently Asked Questions (FAQ)" available at http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents/.

Stream

Collaborators:

The following collaborators must be given a role on Clinical Trial Initial Application (CTIA), Observational Study Initial Application (OSIA), and Participating Site Initial Application (PSIA) forms.

Dr. Chetan Phadke
Email: phadkec@providencecare.ca
Role: Institutional Representative

Allison Philpot
Email: philpota@providencecare.ca
Role: Institutional Representative

Meera Sidhu
Email: meera.sidhu@queensu.ca
Role: Institutional Admin

Tracie Hanna
Email: tracie.hanna@queensu.ca
Role: Institutional Admin

Ellie Rodgerson
Email: efr1@queensu.ca
Role: Institutional Admin

Christopher Boot
Email: bootc@providencecare.ca
Role: Institutional Admin

This access is automatically granted when the PSIA is created. **When PCC is the Lead Applicant site the research team should immediately create the PSIA for PCC (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.

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Institution Representative in application forms

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

Title:	Dr.
First Name:	Chetan
Surname:	Phadke
Organization:	Providence Care Centre
Address:	752 King Street, West
City:	Kingston
Province/State:	ON
Postcode/Zip:	K7L 4X3
Telephone:	(613) 544-4900 ext. 52214
Email:	phadkec@providencecare.ca

The Secondary Institution Representative field must be indicated as follows:

Title:	Ms.
First Name:	Allison
Surname:	Philpot
Organization:	Providence Care Centre
Address:	752 King Street, West
City:	Kingston
Province/State:	ON
Postcode/Zip:	K7L 4X3
Telephone:	613-544-4900 ext. 53370
Fax:	N/A
Email:	philpota@providencecare.ca