

Documented Institutional Ethics Requirements Hôtel-Dieu Grace Healthcare

Missions and Values

The Mission of Hôtel-Dieu Grace is to serve the healthcare needs of our community including those who are vulnerable and/or marginalized in any way be it physically, socially, or mentally. As a Catholic sponsored healthcare organization, we provide patient-centered care treating the body, mind and spirit. We do this by providing holistic, compassionate, and innovative care to those we serve.

Informed Consent Form Requirements

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.

SRERS Administration Hôtel-Dieu Grace Healthcare

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.

Institutional Processes: All proposed research must be submitted to the HDGH Research Office prior to any submission to an REB. HDGH must review the study from an organizational perspective for suitability and alignment with organizational practices. A letter of no objection must be issued by HDGH, accompanying any REB application. Full institutional policy on research initiation is available.

CTO Stream

Collaborators:

The following collaborators must be given a role on all Provincial Initial Application (PIA) forms and Centre Initial Application (CIA) forms

Email: jennifer.voth@hdgh.org
Role: Institutional Representative

Email: leslee.ward@hdgh.org
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **Hôtel-Dieu Grace Healthcare is the Provincial Applicant site the research team should immediately create the CIA Hôtel-Dieu Grace Healthcare (right after creating the PIA).** This will ensure that access is automatically granted as required above, otherwise the research team will need to manually add these roles to the PIA prior to submission.

Institution Representative in application forms

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

Title: Dr.
First Name: Jennifer
Surname: Voth
Organization: Hôtel-Dieu Grace Healthcare
Address: 1453 Prince Road
City: Windsor
Province/State: ON
Postcode/Zip: N9C 3Z4
Telephone: 519-257-5111 ext. 76801
Fax: (blank)
Email: jennifer.voth@hdgh.org

The Secondary Institution Representative field should be left blank.