

## Documented Institutional Ethics Requirements

### Kingston Health Sciences Centre (KHSC) – Kingston General Hospital (KGH) Site and Hotel Dieu Hospital (HDH) Site

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#### Kingston General Hospital (KGH) and Hotel Dieu Hospital (HDH) Site Requirements

##### **Access to Personal Health Information for Recruitment to Research - Kingston Health Sciences Centre (KGH and HDH sites)**

KHSC policy with respect to personal health information includes implied consent for both chart review research and for contact for participation in research. First contact must be by someone on behalf of the KHSC. Researchers should contact KGHRI or the KHSC Privacy Office if they have any questions regarding this process. Patients must “opt out” of either use of their personal health information. Patients may withdraw their consent at any time to share their personal health information for research. Withdrawal of consent is not retroactive and must be provided in writing using our “Withdrawal of Consent” form. When this occurs, withdrawal is flagged within individual medical records.

This information is available on the KHSC public-facing website under “Privacy and Access to Information” and in our “Privacy Commitment to Patients” brochure which is given to inpatients and in poster form at registration points. KHSC’s Privacy Office is working on a brochure for all patients. Consequently, credentialed research staff may screen or review medical records for the purposes of a chart review or to contact patients who may be eligible for a research project.

#### Kingston Health Sciences Centre (KHSC) – Hotel Dieu Hospital (HDH) Site Requirements

##### **Missions and Values**

KHSC (HDH site) 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.*

**(NOTE: For studies reviewed by the Ontario Cancer Research Ethics Board (OCREB), the template OCREB wording for reproductive risks must be used instead)**

## SRERS Administration Kingston Health Sciences Centre (KHSC)

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### **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.

### **Hospital Based Researchers**

For hospital-based research occurring at both Queen’s University affiliated hospitals (KHSC and Providence Care) with a single Principal Investigator, the Principal Investigator must specify their primary institution in the “Centre” tab of the Centre Initial Application, and the secondary institution in the response to question 2.5 (click “Yes” and then enter the additional affiliated hospital name in the sub-questions).

When research is occurring at both Queen’s University affiliated hospitals, the Kingston research team must also ensure that collaborators (as outlined in the CTO Stream section of each applicable SRERS Administration form) from each affiliated hospital are manually added to the Centre Initial Application.

For more information on hospital-based research please refer to:

<https://www.queensu.ca/traq/awards/supportive-documents>.

### **TRAQ**

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

If your research is taking place within one or both of the Queen’s University affiliated hospitals (KHSC and/or Providence Care) 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: <https://www.queensu.ca/traq/awards/supportive-documents>.

### **CTO Stream**

#### **Collaborators**

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

Dr. Steven Smith  
Email: [sps1@queensu.ca](mailto:sps1@queensu.ca)  
Role: Institutional Representative

Meera Sidhu  
Email: [meera.sidhu@queensu.ca](mailto:meera.sidhu@queensu.ca)  
Role: Institutional Representative

Lisa McAvoy  
Email: [lisa.mcavoy@kingstonhsc.ca](mailto:lisa.mcavoy@kingstonhsc.ca)  
Role: Institutional Admin

Ronnie Lloyd  
Email: [ronnie.lloyd@kingstonhsc.ca](mailto:ronnie.lloyd@kingstonhsc.ca)  
Role: Institutional Admin

Ashley Theis  
Email: [ashley.theis@queensu.ca](mailto:ashley.theis@queensu.ca)  
Role: Institutional Admin

Chris Boot  
Email: [cboot@queensu.ca](mailto:cboot@queensu.ca)  
Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When KHSC is the Provincial Applicant site the research team should immediately create the CIA for KHSC (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: Steven  
Second Name: Smith  
Organization: Kingston General Health Research Institute  
Address: Connell 4, Room 2-4-033  
76 Stuart Street  
City: Kingston  
Province/State: ON  
Postcode/Zip: K7L 2V7  
Telephone: (613) 549-6666 ext. 4287  
Fax: N/A  
Email: [sps1@queensu.ca](mailto:sps1@queensu.ca)

The Secondary Institution Representative field must be indicated as follows:

Title: Ms.  
First Name: Meera  
Surname: Sidhu  
Organization: Queen`s University  
Address: 355 King Street, 2<sup>nd</sup> Floor  
City: Kingston  
Province/State: ON  
Postcode/Zip: K7L 3N6  
Telephone: 613-533-6000 ext. 78924  
Fax: N/A  
Email: [meera.sidhu@queensu.ca](mailto:meera.sidhu@queensu.ca)