

## Documented Institutional Ethics Requirements Bluewater Health

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### **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 including a Bluewater Health (BWH) research application.

**Before** submitting the application through the CTO stream, the BWH researcher or delegate should confirm that the study scope meets requirements and eligibility criteria for a CTO stream submission [ctontario.ca](http://ctontario.ca).

A researcher planning to apply for CTO stream should – (1) be a BWH staff/professional staff with credentialed active status at BWH, (2) complete mandatory ethics education training, and (3) ensure that the resources required to conduct the proposed research are available.

Following a CTO submission, for guidance on the BWH research application please refer to - <https://www.bluewaterhealth.ca/research-at-bluewater-health>

### **General Bluewater Health Research Contact information:**

For general information for conducting research at BWH, please contact:

- Phone: 519-464-4400 x 5229
- Email: [research@bluewaterhealth.ca](mailto:research@bluewaterhealth.ca)

### **Sites/Campuses:**

- Bluewater Health, Sarnia

### **Data Storage/Retention:**

Data storage and retention will follow Bluewater Health's policy on managing health information and CTO guidelines. For clinical trials, data must be retained for 25 years after close of the clinical trial.

For other types of research (i.e. observational studies, retrospective chart review studies, etc...) the standard retention period is 10 years for research of adults (18 years of age and above) and 28 years for minors (17 years old or below).

### **Informed Consent Form Requirements**

The BWH institutional letterhead must be included on the first and signature page of the consent/assent form.

## SRERS Administration Bluewater Health

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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.

### **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: [slandry@bluewaterhealth.ca](mailto:slandry@bluewaterhealth.ca)

Role: Institutional Representative

Email: [mhaddad@bluewaterhealth.ca](mailto:mhaddad@bluewaterhealth.ca)

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Bluewater Health is the Provincial Applicant site the research team should immediately create the CIA for Bluewater Health (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:	Ms.
First Name:	Shannon
Surname:	Landry
Organization:	Bluewater Health
Address:	89 Norman Street
City:	Sarnia
Province/State:	Ontario
Postcode/Zip:	N7T 6S3
Telephone:	519-464-4400, ext. 4435
Fax:	N/A
Email:	<a href="mailto:slandry@bluewaterhealth.ca">slandry@bluewaterhealth.ca</a>

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

Title:	Dr.
First Name:	Michel
Surname:	Haddad
Organization:	Bluewater Health
Address:	89 Norman Street
City:	Sarnia
Province/State:	Ontario
Postcode/Zip:	N7T 6S3
Telephone:	519-464-4534
Fax:	N/A
Email:	<a href="mailto:mhaddad@bluewaterhealth.ca">mhaddad@bluewaterhealth.ca</a>