

## Documented Institutional Ethics Requirements Cambridge Cardiac Care Inc.

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### Scope

Multi-centered, Clinical trials. Our Clinical Investigation Hub (CIH) areas include: Arrhythmias, Anticoagulants, Antihypertensives, Atherosclerosis and cardiometabolic disease, Atrial Fibrillation, Automated external defibrillators, Cardiac Rehab and Risk-reversal: lifestyle therapies, Cardiometabolic diseases including pre-diabetes, metabolic syndrome and diabetes, cholesterol management, Chronic kidney disease, Coronary artery disease, Diabetes, Device therapies, Heart failure, Hypertension, Medical information technology, Neurocognitive and psychological health impacts, Obesity, Valvular heart disease.

### Missions and Values

At Cambridge Cardiac Care we strive to align our research goals with our clinical ones. The synergy between patient care and scientific innovation gives our investigators the ability to recruit from a large and diverse population, producing high-quality, efficient research in a timely manner that serves science as much as the patient-at-hand.

Research considerations are based on: (a) projected patient outcomes (b) scientific relevance (c) cost-benefit analysis (d) our capacity and resources and (e) safety. Our investigators regularly publish in prestigious journals and our extensive network of partnerships encompass regional, national, and international research activities.

### Privacy Considerations

Cambridge Cardiac Care is committed to a high standard of privacy and has implemented policies and procedures to ensure personal health information (PHI) is kept confidential and secure while allowing for the effective delivery of health care.

Michelle Pandey is the Privacy and Security Officer for Cambridge Cardiac Care and their contact information is [michellepandey@cambridgecardiaccare.com](mailto:michellepandey@cambridgecardiaccare.com).

Our organization collects and uses PHI for the purposes of providing or supporting health care and for other purposes that are permitted or required by law. Furthermore, our staff may only use PHI within the limits of each staff member's job role.

The policies and procedures within this document apply to PHI in all forms i.e., verbal, written and electronic. Staff who print hard copies of PHI must comply with the limitations on the use and disclosure of PHI as described above.

Cambridge Cardiac Care provides health care under and implied consent model and obtains knowledgeable consent of patients for the collection, use, or disclosure of PHI, as required by law. PHI can be collected, used, or disclosed without the knowledge and consent of patients only where it is permitted or required by law.

Our organization provides a public friendly version of our privacy policy (Privacy Notice).

### Access to Medical Records and Obtaining Consent

Obtaining consent to access medical records for research purposes is a default requirement.

All the patients are asked to sign the "Consent for Release Health care information" form.

For the purpose of this consent, "health care information" includes but is not limited to, any and all information, both documentary and otherwise, relating to my health care, including, without limitation, appointment information, medication directions/instructions, and the authority to obtain laboratory tests, medication lists from pharmacies, consults notes, progress notes, radiology reports, and laboratory test results

Patients are asked to read the privacy policy.

## SRERS Administration Cambridge Cardiac Care Inc.

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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: [pandey@cambridgecardiaccare.com](mailto:pandey@cambridgecardiaccare.com)

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Cambridge Cardiac Care Inc is the Provincial Applicant site the research team should immediately create the CIA for Cambridge Cardiac Care Inc (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: A. Shekhar  
Surname: Pandey  
Organization: Cambridge Cardiac Care Centre  
Address: 150 Hespeler Road  
City: Cambridge  
Province/State: Ontario  
Postcode/Zip: N1R 6V6  
Telephone: 519-624-3511  
Fax: 519-624-3411  
Email: [pandey@cambridgecardiaccare.com](mailto:pandey@cambridgecardiaccare.com)

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

Title: Ms.  
First Name: Michelle  
Surname: Pandey  
Organization: Cambridge Cardiac Care Centre  
Address: 150 Hespeler Rd.  
City: Cambridge  
Province/State: Ontario  
Postcode/Zip: N1R 6V6  
Telephone: 519-497-6128  
Fax: 519-884-5002  
Email: [michellepandey@cambridgecardiaccare.com](mailto:michellepandey@cambridgecardiaccare.com)