661 University Avenue, Suite 460
MaRS Centre, West Tower
Toronto, Ontario
M5G 1M1 Canada
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# Documented Institutional Ethics Requirements
# Khetani Medicine Professional Corporation

## Scope

Dr. Justin Khetani is a solo-physician rhinology and otolaryngology practice, an Otolaryngologist – Head & Neck Surgeon specializing in rhinology and anterior skull base surgery. The site is establishing itself as a clinical research site.

Research activities are led by the Principal Investigator with a small team, in full adherence to Health Canada regulations, ICH-GCP guidelines, and Research Ethics Board (REB) requirements. The site supports participant recruitment from the PI's clinical practice, study management, regulatory compliance, and data integrity.

These requirements apply to all research conducted at Dr. Justin Khetani's office by the Principal Investigator and delegated study staff, and to all studies the site submits through Stream.

## Missions and Values

**Mission.** To improve the lives of patients with sinonasal and related disorders by conducting ethical, high-quality clinical research that advances access to innovative therapies, while safeguarding participant rights, safety, and well-being.

**Values**

- **Integrity:** the highest standards of ethical conduct, scientific rigor, and regulatory compliance.
- **Respect:** every participant is treated with dignity, and their rights and privacy are protected.
- **Excellence:** accurate, reliable research delivered by trained, qualified staff.
- **Collaboration:** partnership with patients, referring physicians, sponsors, and regulators.
- **Innovation:** openness to new scientific and clinical approaches that improve outcomes.

## Privacy Considerations

**Permission to contact.** Initial contact with potential participants will be made only by the Principal Investigator or by clinic staff within the patient's circle of care at Dr. Justin Khetani's office. Study personnel outside the circle of care will not contact patients directly.

## Access to Medical Records and Obtaining Consent

Authorized study personnel will access participants' medical records only for eligibility screening, study conduct, and safety monitoring, as approved by the REB and in compliance with PHIPA. Access will be limited, documented, and restricted to individuals on the Delegation of Authority Log.

**Pre-screening of charts.** Before consent is obtained, the Principal Investigator, or delegated staff on the Delegation of Authority Log who are within the patient's circle of care, may review Dr. Justin Khetani's patient charts solely to identify potentially eligible participants. Pre-screening is limited to the criteria in the REB-approved protocol, and no identifying information is recorded outside the clinic record or shared with the sponsor before the patient consents. Potentially eligible patients are approached only as described under Permission to contact.

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# SRERS Administration
# Khetani Medicine Professional Corporation

**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.

**Stream**

**Collaborators:**

The following collaborators must be given a role on the initial study-wide application, called the Clinical Trial Initial Application (CTIA), or Observational Study Initial Application (OSIA) and the Participating Site Initial Application (PSIA):

Email: justin.khetani@gmail.com
Role: Participating Site Institutional Representative

This access is automatically granted when the Participating Site Initial Application is created. **When Dr. Justin Khetani is the Lead Applicant the research team should immediately create the PSIA for the clinic of Dr. Justin Khetani (right after creating the new study)**. 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.

**Institution Representative in application forms**

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

| | |
|---|---|
| Title: | Dr |
| First Name: | Justin |
| Surname: | Khetani |
| Organization: | Justin Khetani Medicine Professional Corporation |
| Address: | 1435 Plains Road East |
| City: | Burlington |
| Province/State: | ON |
| Postcode/Zip: | L7R 3P9 |
| Telephone: | 905-639-2244 |
| Fax: | 905-639-2253 |
| Email: | justin.khetani@gmail.com |

The Secondary Institution Representative field should be left blank.