661 University Avenue, Suite 460
MaRS Centre, West Tower
Toronto, Ontario
M5G 1M1 Canada
www.ctontario.ca

Documented Institutional Ethics Requirements
Pro Health Medical Clinic

Scope

In accordance with the existing agreement between CTO and Pro Health Medical Clinic, to participate in multisite prospective observational research studies.
Pro Health Medical Clinic will follow the specific requirements of the Research Ethics Board (REB) of records that provides ethics oversight of the study provincially. These requirements will be considered before agreeing to participate in a study with CTO.
When submitting the application through the CTO stream, the affiliated Pro Health Medical Clinic investigator must confirm that the study scope meets requirements and eligibility criteria for a CTO stream submission.
Also, the investigator who is applying for CTO stream should – (A) be a staff with credentialed active status at Pro Health Medical Clinic, (B) complete mandatory ethics education training, and (C) ensure that all resources required to conduct the proposed research are available.

Missions and Values

Pro Health Medical Clinic is committed to delivering top quality healthcare to patients.

Informed Consent Form Requirements

1. The Pro Health Medical Clinic institutional letterhead must be included on the first and signature page of the consent/assent forms.
2. In the list of organizations who may have direct access to original (identifiable) medical/clinical study records, include the following bullet in the consent form:
   • This institution and affiliated sites, to oversee the conduct of research at this location.

Obtaining Consent

Capacity assessments cannot be based on age. The ability to consent must be based strictly on the individual's capacity to consent. In addition, capacity assessments must be conducted by a registered healthcare professional.
When consenting participants at Pro Health Medical Clinic, separate consent forms must be used for participants who have the capacity to consent for themselves, and participants who cannot consent for themselves and have a substitute decision maker (SDM) provide consent (i.e., parent or guardian).

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SRERS Administration
Pro Health Medical Clinic

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: jason.an@sickkids.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Pro Health Medical Clinic is the Provincial Applicant site the research team should immediately create the CIA for Pro Health Medical Clinic (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: Jason
Surname: An
Organization: ProHealth Medical Clinic
Address: Suite 403, 1100 Sheppard Ave East
City: North York
Province/State: ON
Postcode/Zip: M2K 2W1
Telephone: 416-222-0660
Fax: 416-222-9238
Email: jason.an@sickkids.ca

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

Title: Dr.
First Name: David
Surname: Hsu
Organization: ProHealth Medical Clinic
Address: Suite 403, 1100 Sheppard Ave East
City: North York
Province/State: ON
Postcode/Zip: M2K 2W1
Telephone: 416-222-0660

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Fax: 416-222-9238
Email: dave.hsu@gmail.com