

Documented Institutional Ethics Requirements Waypoint Centre for Mental Health Care

Scope

Mental health and addiction in acute, tertiary, forensic and community settings

Missions and Values

We are a Catholic hospital committed to providing excellence in specialized mental health and addictions service grounded in research and guided by faith-based values.

Privacy Considerations

Waypoint must balance the privacy considerations of the Criminal Code of Canada, Mental Health Act and Personal Health Information Protection Act when collecting, using and disclosing information of our clients. For research purposes, we must also consider the TCPS2 and its general requirements.

Informed Consent Form Requirements

The following are requirements of an informed consent form at Waypoint:

- Study Title and list of investigators
- Funding source if any
- Purpose of the study and what the participant will be required to do
- Inclusions and exclusion criteria
- Risks and benefits to participating (Including the risk of loss or misuse of information)
- Compensation/reimbursement
- Privacy safeguards and confidentiality expectations (include details on where information will be held, by whom and for how long)
- How will results be published and will the participant receive copies
- How to withdraw from the study and what that means
- Identify any conflicts of interest
- Provide contact information

Access to Medical Records and Obtaining Consent

Waypoint annually maintains policies and procedures related to access to medical records and obtaining consent for access to, and disclosure of them. Access to the records through means of Connecting Ontario, Ontario MD etc. has been restricted to a select few documents. All other records and information are released through the Health Information Management Dept. In general, Waypoint requires express consent prior to access of personal health information; however, the exemptions that apply under PHIPA are followed unless we are aware of a consent directive or wishes that oppose the exemptions. The Research Ethics Board may make such an exemption in alignment with Waypoint Policy and the TCPS2.

Consent should be obtained directly from the individual or their SDM if required. This consent can be obtained wither verbally or in writing with the appropriate documentation, and should be included in the health record.

SRERS Administration Waypoint Centre for Mental Health Care

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.

All research at Waypoint must complete a Waypoint Research Application Form (WRAF) prior to being submitted to the Waypoint Research Ethics Board (REB). All clinical trial studies will be reviewed by the chair of the Waypoint REB and approved for referral prior to submission to CTO.

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: grobotaille@waypointcentre.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Waypoint Centre for Mental Health (Waypoint) is the Provincial Applicant site the research team should immediately create the CIA for Waypoint (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: Mr.
First Name: Glenn
Surname: Robitaille
Organization: Waypoint Centre for Mental Health Care
Address: 500 Church Street
City: Penetanguishene
Province/State: ON
Postcode/Zip: L9M 1G3
Telephone: 705-549-3181 X2216
Fax: 705-549-5348
Email: grobotaille@waypointcentre.ca

The Secondary Institution Representative field should be left blank.