

**Ottawa Health Science Network Research Ethics Board (OHSN-REB) /
 Conseil d'éthique de la recherche du réseau de science de la santé d'Ottawa (CÉR-RSSO)**

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OHSN-REB Standard Operating Procedure Addendum

Rationale: The OHSN-REB is a member of the Canadian Association of Research Ethics Boards (CAREB), and as approved by the Operations Committee, has adopted the N2 - CAREB SOPs. To reflect specific OHSN-REB requirements, this addendum complements the N2- CAREB SOP noted below.

N2/CAREB SOP: # 301 – REB Submission Requirements and Administrative Review

| N2-CAREB SOP Guidelines | OHSN-REB Standard Operating Procedure Addendum |
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| 5.1 Submission Requirements | <p><u>Privacy Policy</u></p> <p>True Initials and Full Date of Birth</p> <p>The Ottawa Hospital (TOH) and University of Ottawa Heart Institute (UOHI) discourages the collection and use of true initials or full date of birth (i.e.: year/month/day) for research purposes. These should be replaced with pseudo- initials and partial date of birth (e.g.: Month/Year) on any data released from the institution. Exceptions will be considered by the REB on a case-by-case study basis (e.g., newborn research, stem cell or studies involving data linkage).</p> <p>ConnectingOntario ClinicalViewer, OLIS and eHealth</p> <p>ConnectingOntario ClinicalViewer, OLIS, eHealth may only be used for the provision of care and must not be used for research purposes. These systems are not approved sources for research participant data.</p> <p>Pre-Screening Medical Records</p> <p>As per TOH and UOHI privacy policy, research personnel are permitted to pre-screen potential participant medical records. The plan for pre-screening medical records must be described in the REB application.</p> <p>Research activity in conjunction with Prescribed Entities (e.g. ICES and CIHI)</p> <ul style="list-style-type: none"> The Health Information Custodian (HIC) may disclose to the prescribed entity personal health information for the purpose of analysis or compiling statistical information with respect to the management of, evaluation or monitoring of |

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| | <p>the allocation of resources to or planning for all or part of the health system, including the delivery of services. Studies with this purpose fall under section 45 of PHIPA; since the Prescribed Entity has performed the appropriate privacy impact assessment, OHSN-REB approval is <u>not-required</u> prior to beginning the study.</p> <ul style="list-style-type: none"> OHSN-REB has agreed that the required storage period of research records related for projects with Prescribed Entities under PHIPA section 45 will be destructed by 6 years after publication of the last report generated using the data as stipulated by academic journals. |
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| Revision History | | |
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| Version Number | Effective Date | Summary of Changes |
| Version 4 | April 30, 2025 | Revised to include Privacy Policy permissions to keep in alignment with the CTO Stream DIER for the institutions. |
| N/A | September 29, 2023 | No revisions were required to addendum with version N2 CAREB SOP 301.004. |
| Version 3 | January 12, 2022 | Administrative changes (logos, rationale, etc.); removal of annual list requirement for studies falling under section 45 of PHIPA |
| Version 2 | August 31, 2015 | BORN registry was removed from examples as they are a Prescribed Registry and not a Prescribed Entity and fall under a different section of PHIPA. |
| Version 1 | May 5, 2015 | Initial version |

This N2-CAREB SOP Addendum has been reviewed and approved by the OHSN-REB Administrative Committee.