



## **SJHC Research Ethics Board Research Chart Review Application Form Guidelines**

The request for health records information for research purposes can arise as a retrospective study of information previously collected, as part of an ongoing prospective clinical trial, or as part of an audit function carried out by study sponsors or regulatory agencies related to a clinical trial.

In accordance with the Tri-Council Policy Statement, research studies requiring access to information with identifying information must be reviewed and approved by the Research Ethics Board (REB) at SJHC.

This type of REB application is often expedited (ie. reviewed by REB Chair and designees only) yet is occasionally referred to the REB for a full review. Once approved, an REB approval letter and study number will be issued. The turn-around time for an expedited submission can take a minimum of three weeks.

The REB approval for access to health records only entitles investigators (or sponsors and regulators accompanied by SJHC investigators) access to health records under the normal security conditions imposed by the Health Records Department. Costs for photocopying will be charged to investigators. No identifying information may be photocopied and details regarding how copies will be disposed of will be required.

Investigators must sign the application form. In signing the application form, the Investigator agrees to comply with the SJHC Confidentiality Policy and acknowledges that the person who will be gaining direct access to the medical information (ex. research coordinator, fellow, student, research assistant, monitor) is acting as an agent or delegate of the Investigator. The Investigator accepts full responsibility for the protection of the information.

The Investigator is responsible for contacting the Health Records Manager for further procedures and requirements for accessing the paper chart.

### **Instructions:**

- 1) Please type your responses. Submit one copy of the Health Records Application Form and REB Chart Review Application Form to Thereza Dos Santos, REB Coordinator, St. Joseph's Health Centre, 30 The Queensway, Room 7S712, Toronto, ON, M6R 1B5. You may fax the application but **original signatures must be submitted** (fax: (416) 530-6054). If you have any questions, please contact Thereza at [santost@stjoe.on.ca](mailto:santost@stjoe.on.ca).
- 2) Please provide a signature for SJHC Departmental approval – this may be from a Department

head for charts belonging to specific departments or if appropriate from Agnes Maxwell, Manager, Health Records.

- 3) Forms that are incomplete will be returned to the investigator.
- 4) The SJHC Health Records Department will request verification of REB approval (copy of REB approval letter), the Health Records Application Form, and individual identification prior to granting access to records.

**Note: Current costs associated with chart retrieval are \$10 per chart for those currently in-house and \$20 per chart for those which must be retrieved from off-site storage. Charges for photocopies may also be added.**