

North Bay Regional Health Centre

Instructions for use: PHIPA Research Agreement

Purpose:

In accordance with section 44(5) of the Personal Health Information Protection Act (PHIPA) and section 6.5 of the North Bay Regional Health Centre (NBRHC) "Research Ethics Board Review and Submission Requirements to Research Studies" policy (ADM-RE-001) the PHIPA Research Agreement Form is required for any Research Ethics Board (REB) approved research which involves Personal Health Information in the custody and/or control of NBRHC.

Procedure:

The REB Administrator will pre-populate the applicable research information in the PHIPA Research Agreement template and forward it to the Principal Researcher for review and signature.

Documents required as part of the PHIPA Research Agreement include:

- **Schedule A:** The submitted Research Ethics Board Research Project Submission Form (RHC 408). The REB Administrator will append this to the signed PHIPA Research Agreement on the Principal Researcher's behalf.
- **Schedule B:** A copy of the REB's written approval of the Research Project. The REB Administrator will append this to the signed PHIPA Research Agreement on the Principal Researcher's behalf.
- **Schedule C:** Attach a Confidentiality Agreement Form (RHC 856) completed and signed by each member of the research team to whom personal health information will be disclosed. For convenience, the REB Administrator will include a blank copy of this form when the PHIPA Research Agreement is forwarded to the Principal Researcher. The Principal Researcher is responsible for obtaining the required signature(s) and forwarding the completed form(s) to the REB Administrator.

The Chief of Staff must also approve and sign-off on the form. The REB Administrator can assist in obtaining this signature. Please send your signed PHIPA Research Agreement along with the signed Confidentiality Form(s) to the REB Administrator at REBOffice@nbrhc.on.ca.

Please note that access to the Personal Health Information required for the research study will not be provided to the Principal Researcher or any member of the research study team until the PHIPA Research Agreement has been signed off on by both the Principal Researcher and the Chief of Staff.

The signed agreement will be retained in the REB file. The REB Administrator will provide a copy to the Coordinator, FOI and Privacy.

References:

PHIPA – section 44(5)

Agreement respecting disclosure

(5) Before a health information custodian discloses personal health information to a researcher under subsection (1), the researcher shall enter into an agreement with the custodian in which the researcher agrees to comply with the conditions and restrictions, if any, that the custodian imposes relating to the use, security, disclosure, return or disposal of the information.