Research St. Joseph's – Hamilton (RSJ-H)		**Pages** 1 of 2	**Number** 055-RSJ-H
Policy Title Acceptable Use of Information and Information Technology in Research		**Date** 1 March 2021	
Supersedes New policy	**Cross Reference** **167-ADM; 169-ADM; 002-RSJ-H;** **013-RSJ-H; 051-RSJ-H;** **052-RSJ-H; 174-ADM**	**Issuing Authority** RSJ-H Scientific Director	
☑ Charlton Campus	☑ West 5th Campus	☑ King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0   Purpose

This policy establishes the acceptable research use requirements for the St. Joseph's Healthcare Hamilton (SJHH) information and electronic communication systems, information technology infrastructure, products and services, referred to as "systems".

2.0   Policy

All users must adhere to the provisions established in SJHH Policy "167-ADM Acceptable Use of Information and Information Technology" when using any SJHH system for research purposes.

Dovetale for Research

2.1   Requirements

2.1.1   All users must utilize the research module of Dovetale when accessing, using, collecting or disclosing any personal health information (PHI) for authorized research purposes.

2.1.2   Access to the research module will be requested and/or authorized on behalf of the user by Research Administration and appropriate SJHH authorities upon confirmation of the user's RSJH affiliation and/or appropriate demonstration of required research training.

2.1.3   Research study records may be created at any time but must be activated only after all required study information is populated in the study record and favorable approval has been granted by a Research Ethics Board (REB) qualified to approve studies at SJHH.

2.1.4   Research participants must be electronically associated to a research study record once they have been identified as a potential participant. A research participant's association status must be accurately maintained throughout the processes of identification, recruitment, active participation and completion.

2.1.5   All users must conduct research scheduling, ordering, and billing procedures as per the specific resource department's procedures.

2.1.6   All users must inform Research Administration when they will no longer be participating in research activities. Research Administration will request their access to the research module be terminated.

2.2   Inappropriate and Unacceptable Use

All users must not:

2.2.1   Use systems for research in an inappropriate or unacceptable manner, which include, but is not limited to:
- Access, use, collect or disclose PHI for research purposes outside of the research module.
- Access, use, collect or disclose PHI for unauthorized research purposes
- Activate study records or associate research participants to study records prior to favorable approval from an REB authorized to approve studies at SJHH.
- Screen for potential research participants when the user is not part of the circle of care.
- Access lists of potential research participants that have not been provided directly to the user through the formal Access Research Program request process.
- Fail to electronically-associate research participants to a research study record or fail to accurately maintain a participant's association status.
- Use another user's login credentials to access the research module.

3.0   Access Research Program

RSJH users intending to utilize the Access Research Program must do so in accordance with SJHH Policy 174-ADM and must follow RSJH SOP "Access Research – Contact List Request and Use". Users must be employed, Affiliated or Associated in good standing with RSJH, must meet all RSJH training requirements and must be engaged in a study approved by a qualified Research Ethics Board. RSJH users must accurately and promptly maintain a patient's interest or disinterest in a specific study in the study record association. RSJH users must follow documented procedures found in RSJH SOP "Access Research – Contact List Request" in an accurate and timely manner when notified by a contacted patient of their wish to withdraw from the Access Research Program.

4.0   Procedure

Breaches of this Policy
4.1   Users or any other individual must report all breaches of this policy in accordance with SJHH Policy "167-ADM Acceptable Use of Information and Information Technology" in addition to notifying Research Administration.
4.2   Breaches of this policy may result in discipline, termination of services, criminal prosecution or civil liability

5.0   References

167-ADM Acceptable Use of Information and Information Technology
169-ADM User Access Policy
174-ADM Access Research Program
002-RSJ-H Researcher Affiliation with RSJ-H
013-RSJ-H Workplace Training Requirements
RSJH SOP_Access Research – Contact List Request