

Professional Conduct Guidelines

Students working within The Ottawa Hospital (TOH) are obligated to conduct themselves according to TOH policies. TOH policies are available on the myTOH portal

(<https://mytoh.ottawahospital.on.ca/emp/myportal>) and are also highlighted during the mandatory orientation session. For the sake of convenience and clarity, the document herein is a summary of key points of conduct that are relevant to staff and students working within Ran Klein's laboratory. These points are not exhaustive.

- Patient confidentiality is paramount:
 - o No patient identifying information may leave the building in any form (e.g. electronically, USB drives, laptops, paper copy)
 - o All patient related data that leaves the premises must be rigorously deidentified so that it is not possible to trace back to a single individual if intercepted by a third party. Further considerations for de-identification are included in Appendix A.
 - o Any list linking patient identifying information to anonymized codes must be kept on TOH premises in a secured fashion as applies to the original patient data.
 - o Password protection (e.g. of PC) does not imply encryption of data, and confidentiality may be breached if physical or electronic access to the device is obtained.
- Dress attire should be respectful and suitable for the work to be performed:
 - o No sandals or shorts in wet labs.
 - o Shorts, dresses and skirts must extend to the top of the knee or below.
 - o Clothing must not be torn.
- Courtesy towards others:
 - o Avoid using strong odors including perfume, cologne, aftershave, shampoos, and deodorants.
 - o Use appropriate hygiene to prevent body and oral odors.
 - o Avoid producing unnecessary noise that may distract others (e.g. ring tones, phone vibrate on reverberating surfaces, music & sounds (including loud earphones))
 - o Do not socially isolate people in shared spaces.
 - o Be sociable and welcoming to others.
 - o Be sensitive to the feeling of others, in particular with regards to (but not limited) race, religion, political views, sexual preferences, disfigurement, and disabilities.
- Punctuality:
 - o Do not be late.
 - o Notify meeting members if you are unable to attend or will be late.
- Intellectual Property (IP):
 - o IP developed as part of TOH related work belongs to the researchers and institution and can have financial and prestige value.
 - o IP may include, but is not limited to: methods, devices, computer code, materials, and knowledge.
 - o Consult with your supervisor before disclosing any IP.
 - o Store IP in a secure manner (e.g. password protected, or preferably encrypted device)
- Secure Electronic storage:

- To prevent loss of data and work, all electronic data is expected to be stored using robust solutions with a high level of redundancy. For this purpose, TOH provided Office 365 and SharePoint service should be used. Storing on a local or external hard-drive alone is not an acceptable solution.
- Working from home:
 - Working from home is acceptable, but please notify your supervisor of your schedule.
 - Try to attend meetings and teaching sessions to ensure familiarity with team goals and to benefit from education opportunities.
 - Ensure that your home office complies with rules regarding patient confidentiality and secure electronic storage.
 - Provide team members with contact information.
- Required Training:
 - Orientation
 - If working with clinical data for research
 - GCP-ICH link: <http://www.citicanada.org/>
 - TCPS2: <http://www.pre.ethics.gc.ca>
 - If working within a laboratory environment the following may apply:
 - Radiation safety
 - Hazmat

I, _____, hereby acknowledge that I have read and understand the above guidelines, and confirm that I am expected to abide by these rules, and all other UOHI policies.

Student signature

Date

Supervisor signature

Date

Appendix A – Protected Health Information De-identification

Protected Health Information (PHI) identifiers include:

- Patient name and initials
- Patient unique number (MRN, Patient ID, etc)
- Social Insurance Number (SIN)
- Contact information (Home address, phone numbers, e-mail address)
- Billing information
- Insurer information
- Date of birth

De-identification should be applied to the following pieces of information:

- Patient records and forms
- Image headers and pixel burnt data
- Screen captures
- Power point slides with embedded screen captures (cropping does not remove the image data unless the image is explicitly modified)
- E-mails sent to addresses outside the institution

Special considerations:

- PHI should be guarded when hosting visitors.
- PHI should be guarded when enabling outside personnel to connect to UOHI computer systems (e.g. for technical support and/or training by vendors).
- Cloud storage (e.g. DropBox, OneDrive, Google Document) is not considered private, with the exception of Office 365 and SharePoint services using your TOH account.