

Standard for Registry Databases and Chart Reviews

I understand the following responsibilities:

1. Data must be stored on a shared drive password protected site.
2. Data cannot be e-mailed
3. Must have a transition plan for ownership of the data if I leave. The data can not go with me when my medical student education has been completed.
4. Data cannot be sent outside the Cleveland Clinic and must follow CCF HIPAA policy.
5. I cannot store protected health information on my personal laptop/flash or jump drive. Any PHI must be on an encrypted jump drive or encrypted Cleveland Clinic owned laptop.
6. I understand that I am responsible for protecting the rights and welfare of the research participants, whose data is contained in the registry/database, or chart review, including right to confidentiality and privacy.
7. I agree not to disclose or release any patient identifiable information from this registry/database or chart review to any third party without prior approval from the IRB.
8. I must be familiar with the ethical principles of human subject research and IRB policies and procedures.

Printed Name

Signature

Date