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 cannot 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

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Date