

## Online Confidentiality Undertakings for Researchers

A valid VCH-PHC Confidentiality Undertaking is required for all research study team members seeking approval for projects through Vancouver Coastal Health Research Institute (VCHRI) and Providence Health Care Research Institute (PHCRI). The Confidentiality Undertaking is required to be **re-signed every two years** (a reminder will be emailed to you two years from the date you last completed it).

- The Confidentiality Undertaking is valid for researchers at *both* VCH and at PHC.
- The Confidentiality Undertaking is valid for two years.
- The Online Confidentiality Undertaking is paperless.

### How long will it take?

Reviewing and accepting the terms of the online ***VCH & PHC Privacy and Confidentiality Undertaking for Researchers*** should take less than 5 minutes. This includes reviewing the **Terms and Conditions** that you can link to from the Confidentiality Undertaking.

### How do I do this?

The Confidentiality Undertaking for Researchers is available online through the PHSA Learning Hub <https://learninghub.phsa.ca>.

If you do not already have a Learning Hub account, you will be required to sign up for a new account. This will take less than 5 minutes.

1. Go to the PHSA Learning Hub at <https://learninghub.phsa.ca>;
2. Log in or Sign up for a new account;
3. If you are signing up for a new account, you will be asked to create a Profile. If you do not fall into the profile category of VCH/PHC Staff, Medical Practitioners or Students, please create a profile using the category Contractor/Affiliate.
4. Search for the Confidentiality Undertaking by searching by **Course Name: VCH & PHC Confidentiality Undertaking for Researchers**; or by searching by **Course Code: 17110**
5. Register for the course and then click on the *Start Course* button.
6. Click on the link for the Confidentiality Undertaking for Researchers and click Enter.
  - Be sure to click on the link within the Confidentiality Undertaking terms and review the **VCH-PHC Data and Research Access Terms and Conditions**.
7. Complete the review and accept the terms of the Confidentiality Undertaking.
8. You will receive a Certificate of Completion by email. Please retain this for your records.

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| <b>Questions:</b> | Anna Low, VCH Privacy Advisor<br>604.875.4111 x21698 <a href="mailto:anna.low@vch.ca">anna.low@vch.ca</a> | Anara Gogol, PHC Privacy Advisor<br>604.806.9857 <a href="mailto:agogol@providencehealth.bc.ca">agogol@providencehealth.bc.ca</a> |
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