

# KINGSTON GENERAL HOSPITAL

## ADMINISTRATIVE POLICY MANUAL

**Subject: Research Hospital Appointment**

**Number: 11-012**

Prepared/Reviewed by: Director, Medical Affairs, Vice President, Health Sciences Research, Credentials Committee, Medical Advisory Committee

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Original Issue: 2013.05  
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### Preamble

The Kingston General Hospital endorses and supports research. Because the hospital Board is ultimately responsible for all aspects of the operation of the hospital, it is essential that the administration have adequate information and proper documentation of all personnel who are conducting research in the hospital that may involve patients, patients' families, hospital facilities and equipment and/or hospital staff.

### Policy Statement

The purpose of this appointment shall be to allow certain individuals to be engaged in approved research, in any hospital department, research unit and/or research centre. Appointment is required for ANY individual who will be working in research at the Kingston General Hospital in conjunction with another Hospital, Queen's University, St. Lawrence College or any other applicable Academic Institution who is not otherwise hired, appointed or authorized by the hospital for the particular research.

Kingston General Hospital is working collaboratively with its partners, including Hotel Dieu Hospital and Providence Care, and therefore attempts as far as possible to harmonize policies and procedures for issues of common interest such as research. The elements of this policy are similar to those found in the policies of the Hotel Dieu Hospital, which can be accessed as HDH Policy #5010.

### Procedures

#### 1. Categories of Research Hospital Appointment

##### 1.1 There are three (3) specific Research Hospital Appointment categories:

- Principal Investigator (PI): is an individual who is the lead clinical/basic/nursing scientist or engineer for a particular well-defined science research project, such as a laboratory study or clinical trial, or a particular research unit/centre in the hospital. These are individuals who are not a clinician (MD) or employees of the Kingston General Hospital who work in research but instead have an affiliation with another hospital, Queen's University, St. Lawrence College or any other applicable Academic Institution.
- Research Support Staff: is an individual who provides research support services to the PI and overall research projects and initiatives. These can be Research Assistants, Research Associates, Research Coordinators, Nurses or other Allied Health Professionals, Project Coordinators, Project Leaders, Research Analysts, Research Technicians or Research Administrative Assistants. These individuals would likely be Queen's Employees or employees of the Kingston General Hospital, Hotel Dieu Hospital and/or Providence Care and their usual employment or appointment activities would not involve research.

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- Research Trainees/Learners: is an individual who is completing a research learning experience in their field. These are Post-doctoral Fellows, Medical students, Undergraduates students, Masters Students, Ph.D. students, Residents and any specified visitor who is at Kingston General Hospital for a research training/learning experience under the direct supervision of a PI.

1.2 A Research Hospital Appointment is required for any individual who is involved in research activities in a hospital department, research unit or research centre that is not part of their usual employment or appointment activities of the hospital.

1.3 Students enrolled at Queen's University, St. Lawrence College or any other school, university or college do not need this appointment for activities of their regular academic programs if there is a written agreement between the institutions. If the research being conducted is not part of their regular academic program, Research Hospital Appointment is required.

### 2. Application Process

2.1 The following criteria will be used in recommending appointments:

- The applicant must have a concurrent affiliation with a legitimate education or service program; and
- The purpose of the appointment should be clearly related to the research or service function to which the department/program relates in the course of its work.

2.2 Application forms can be found in Appendix A or are available directly from the Office of the Director of Medical Affairs.

2.3 Application forms must be signed by the applicant, Principal Investigator (if applicable), Department Head, and Vice-President of Health Sciences Research at KGH.

2.4 Completed application forms should be submitted to the Office of the Director of Medical Affairs accompanied by the following documents:

- a letter of recommendation from the Principal Investigator (PI), Department Head or Vice-President of Health Sciences Research KGH, including a description of the activities to be undertaken by the applicant and a statement acknowledging that patients will be informed of the applicant's activities and will give permission for their involvement;
- a letter from the institution of primary affiliation attesting as to the applicant's skill, expertise and academic standing, if applicable;
- a brief curriculum vitae;
- Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics

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Board (HSREB) or General Research Ethics Board (GREB) approval letter for each research project that the applicant will be working on and evidence that the project(s) has successfully completed all necessary hospital/departmental approvals through the Queen's research reporting tool; and

- a signed confidentiality agreement from Kingston General Hospital (see Appendix B) and/or Hotel Dieu Hospital (see Appendix C), if applicable.

2.5 It is understood that Communicable Disease Surveillance Requirements are required pursuant to The Public Hospitals Act if the applicants' activities exceed a 3-month time period. If there is a recurring involvement exceeding 3 months, consideration should be given to a renewable annual appointment. This will avoid the need for repeated screening.

2.6 Applications will be processed by the Office of the Director of Medical Affairs and brought forward to the Credentials Committee for recommendation to the Medical Advisory Committee for approval.

2.7 Appointments shall terminate on June 30<sup>th</sup> of each calendar year, except those for which a specific termination date has been identified in the approved application. Requests for renewal of a Research Hospital Appointment should be made in writing to the Office of the Director of Medical Affairs at least 60 days prior to an applicant's appointment ending. Renewals will be processed by the Office of the Director of Medical Affairs and brought forward to the Credentials Committee for recommendation to the Medical Advisory Committee for approval.

### Related Documents

03-021 Research Restricted Accounts

11-150 Health Research

11-151 Clinical Trials Overhead

11-152 Standard Operating Procedures for Clinical Research

11-160 Departmental Assistants—Appointments to Medical Services

Authorizing Signature

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Leslee Thompson  
President and Chief Executive Officer