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## Hospital Research Appointment

A Research Hospital Appointment is required for any individual who will be working in research at Kingston General Hospital (KGH) in conjunction with Queen's University (Queen's) who is not otherwise hired, appointed or authorized by KGH for the particular research.

### CATEGORIES OF RESEARCH HOSPITAL APPOINTMENTS

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 (i.e. Ph.D.) for a particular well-defined science research project, such as a laboratory study or clinical trial, or a particular research unit/centre in KGH. These are individuals who are neither a clinician (MD) nor employees of KGH who work in research but instead have an affiliation with Queen's. Clinicians (MD) do not require a Research Hospital Appointment as they already have medical credentials to work in KGH related to academics, clinical care, and research.
- **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 KGH and their usual employment or appointment activities would not involve research.

- 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 KGH for a research training/learning experience under the direct supervision of a PI.

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

Students enrolled at Queen's do not need a Research Hospital Appointment for activities of their regular academic programs (i.e. thesis) if there is a written agreement between the institutions (i.e. Queen's-KGH Affiliation Agreement). If the research being conducted is not part of their regular academic program (i.e. conducting research outside their academic thesis), a Research Hospital Appointment is required. For further clarity, summer students require a Research Hospital Appointment.

## APPLICATION PROCESS

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.

Research Hospital Appointments are credentialed through KGH's Office of the Director of Medical Affairs. Application forms are available directly from KGH's Office of the Director of Medical Affairs.

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

Completed application forms must be submitted to the KGH's Office of the Director of Medical Affairs accompanied by the following documents:

- a letter of recommendation from the PI, Department Head or Vice-President (Health Sciences Research) of 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;
- HSREB 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 Queen's TRAQ research reporting tool;
- a signed KGH confidentiality agreement; and
- KGH's Communicable Disease Health Clearance form is required for terms exceeding 90 days

It is understood that KGH's 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.

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

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 KGH's Office of the Director of Medical Affairs at least 60 days prior to an applicant's appointment ending. Renewals will be processed by KGH's Office of the Director of Medical Affairs and brought forward to the KGH's Credentials Committee for recommendation to the KGH's Medical Advisory Committee for re-approval.

For all inquiries related to Research Hospital Appointments, please contact Gina Morey at 613-549-6666, ext. 4260 or [moreyg@kgh.kari.net](mailto:moreyg@kgh.kari.net).

## **ISSUING OF HOSPITAL ID BADGE**

A KGH ID badge will be issued to you after your Research Hospital Appointment application has been approved. KGH's Office of the Director of Medical Affairs automatically notifies KGH's Protection Services Office to issue a hospital ID badge to you. You will be copied on this email. Once you receive this email, please report to KGH's Cashier's Office located near the front main lobby (Davies 1) to pay a \$10.00 deposit. This deposit will be returned once the KGH ID badge is returned. KGH's Cashier's Office will issue you a receipt to take down to KGH's Protection Services Office located on Dietary 1. Photo ID badges are issued 8:00 am to 12:00 pm, Monday to Friday.

## NOTIFICATION TO KGH HELP DESK (IT ACCESS)

After your Research Hospital Appointment application has been approved, KGH Help Desk is also automatically notified by KGH's Office of the Director of Medical Affairs to grant computer access, if you applied at the same time as your Research Hospital Appointment application was submitted or in the future. Please check out the "[Research Roadmap: Computer Access Issue](#)" for more information.

## APPLICATION FORM

To download the Research Hospital Appointment application, please click on this link: [http://www.kgh.on.ca/sites/default/files/uploads/policy\\_11-012\\_appendix\\_a\\_application\\_for\\_research\\_hospital\\_appointment-1.pdf](http://www.kgh.on.ca/sites/default/files/uploads/policy_11-012_appendix_a_application_for_research_hospital_appointment-1.pdf).

To view KGH's Research Hospital Appointment Policy, click on this link: [http://www.kgh.on.ca/sites/default/files/uploads/policy\\_11-012\\_kgh\\_research\\_hospital\\_appointment.pdf](http://www.kgh.on.ca/sites/default/files/uploads/policy_11-012_kgh_research_hospital_appointment.pdf).