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A "KGH Visitor's Pass" is required for any individual(s) on hospital premises who are monitoring or auditing a research project. A "Visitor's Pass" is not required if the individual is a KGH employee or has a KGH Research Hospital Appointment or already has a KGH ID Badge (i.e. student/trainee).

KGH's Vice President of Health Sciences Research must be notified in advance of the monitoring/auditing visit(s). Upon notification of the monitoring/auditing date(s), name(s) of the individual(s) attending the visit, and institution/company/regulatory agency name(s) where the individual(s) works, KGH's Office of Health Sciences Research will send an email to KGH's Protection Services Office authorizing the monitoring/auditing visit so that the monitor(s)/auditor(s) can obtain a "Visitor's Pass" in order to access the hospital premises.

On the day of the monitoring/auditing visit, the individual must report to KGH's Protection Services Kiosk in the front main lobby to obtain their "Visitor's Pass" immediately upon entry into the hospital. Researchers, research staff, students and/or trainees should meet this individual in the main front lobby and escort them to KGH's Protection Services Kiosk to pick up their "Visitor's Pass".

The "Visitor's Pass" must be returned at the end of each visit day. If the monitor/auditor is on site multiple days in a row, they must report in/out at KGH's Protection Services Kiosk daily.

To request a "Visitor's Pass", please send your information to Lisa McAvoy at mcavoye1@kgh.kari.net.

<http://www.kgh.on.ca/research>

Contact:

kghri@kgh.kari.net

(613) 549-6666, ext. 3344