

Research Road Map

April 2017

Laboratory Services Issue

In This Issue

- Laboratory Services for Research
- Study Request Form and TRAQ DSS FORM
- Laboratory Services User Handbook
- Laboratory License and Accreditation Certificate



Laboratory Services for Research:

KHSC Clinical Laboratory Services can provide clinical laboratory support for clinical trials and other research projects. The Lab has access to sophisticated instruments and analyzers, up to date methodologies and techniques, and is a fully accredited safe laboratory environment. Researchers should have confidence that the data obtained is reliable and valid. The Lab's highly specialized technical and professional staff take every effort to ensure that research protocols are stringently followed to support all of the researchers' needs. Prior to any services being provided for your clinical trial/research project, all certifications (i.e. human ethics, animal care, biohazards) and hospital approvals must be in place using the Queen's University Research Services' TRAQ DSS FORM.

STUDY REQUEST FORM AND TRAQ DSS FORM

Researchers need to submit a "*KHSC Laboratory Services Study Request Form*". The completed form must be **ATTACHED** to your TRAQ DSS FORM prior to submission to ensure that your clinical trial/research project is processed in a timely manner and to minimize any delays in initiating your clinical trial/research project once all approvals have been obtained. Please remember to check off "*KHSC-Laboratories*" on the Approvals Tab of your TRAQ DSS FORM so that KHSC Clinical Laboratory Services can sign off on your TRAQ DSS FORM. We strongly encourage researchers to contact

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

Contact:

kghri@kgh.kari.net

(613) 549-6666, ext. 3333

KHSC Laboratory Services in the early stages of their protocol and budget development to ensure that their studies are set up properly and researchers are aware of any laboratory costs associated with their research. Researchers are responsible for covering all laboratory costs associated with their clinical trial/research project above and beyond the standard of care

The “*KHSC Laboratory Services Study Request Form*” can be found here: http://www.kgh.on.ca/sites/default/files/uploads/kgh_hdh_laboratory_services_study_request_form-pdf_fillable_june_3_2016.pdf.

Once your TRAQ DSS FORM is submitted, the KHSC Clinical Laboratory Services will be automatically notified of your TRAQ DSS FORM and the Clinical Laboratories’ Research Coordinator (Kerry Benford) and Hospital Operational Director (Joyce deVette-McPhail) will review your documents and either approve “as is” or reach out to you for further clarification, if required. To contact the KHSC Clinical Laboratory Services regarding your TRAQ DSS FORM, please reach out Kerry Benford at KHSC-KGH Site 3396 or benfordk@kgh.kari.net and/or Joyce deVette-McPhail at Queen’s 32828 or devettej@kgh.kari.net.

LABORATORY SERVICES USER HANDBOOK

The “*Laboratory Services User Handbook*” contains information on all the laboratory tests and services that are offered through the different laboratories at KHSC-KGH Site. To access the “*Laboratory Services User Handbook*”, please go here:

http://www.kgh.on.ca/sites/default/files/uploads/labs_user_manual.pdf.

LABORATORY LICENSE AND ACCREDITATION CERTIFICATE

The KHSC Clinical Laboratory Services is a fully accredited, licensed, academic hospital laboratory. Their last accreditation review was in 2013 and they will undergo a new accreditation review in 2017. Their laboratory licence is issued by the Ministry of Health and Long Term Care and classifies them to perform multiple tests. For a copy of their licence and accreditation certificate, please click on the links below:

- ❖ Laboratory License:
http://www.kgh.on.ca/sites/default/files/documents/basic-page/kgh_2016-2017_laboratory_licence.pdf
- ❖ Certificate of Accreditation: http://www.kgh.on.ca/sites/default/files/uploads/kgh_iq_mh_certificate_of_accreditation.pdf