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## Visitor's Pass for Research Monitors and Auditors

A "KHSC-KGH Site 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 KHSC employee or has a KHSC Research Hospital Appointment or already has a KHSC ID Badge (i.e. student/trainee).

KHSC'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, KHSC's Office of Health Sciences Research will send an email to KHSC'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 KHSC-KGH Site'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 KHSC-KGH Site'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 KHSC-KGH Site's Protection Services Kiosk daily.

To request a "Visitor's Pass", please send your information to Lisa McAvoy at [mcavoye1@kgh.kari.net](mailto:mcavoye1@kgh.kari.net).

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

Contact:

[kghri@kgh.kari.net](mailto:kghri@kgh.kari.net)

(613) 549-6666, ext. 3344