Research Road Map

Obtaining a Visitor's Pass for Research

A "KHSC-KGH Site Visitor's Pass" is required for any individual(s) on hospital premises who will be on site monitoring/auditing a research project and/or here for a site feasibility/selection visit for an upcoming research project. A "Visitor's Pass" is not required if the individual is a KHSC employee, 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 all research monitoring/auditing and site feasibility/selection visit(s). Notifications are done through the Office of Health Sciences Research. To request a "Visitor's Pass", please send the following information directly via email to KHSC Protection Services Office (HospitalID@kingstonhsc.ca) copying Lisa McAvoy (Lisa.McAvoy@kingstonhsc.ca) and Leah Garrison (Leah.Garrison@kingstonhsc.ca):

- research monitoring/auditing and/or site feasibility/selection date(s);
- name(s) of the individual(s) attending the visit;
- institution/sponsor/company/regulatory agency name(s) where the individual(s) works;
- study project title;
- principal investigator's name.

On the day of the research monitoring/auditing or site feasibility/section visit, the individual must report to KHSC-KGH Site's Protection Services Kiosk in the front main lobby (Davies 1) 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 research monitor/auditor or sponsor/company representative is on site multiple days in a row, they must report in/out at KHSC-KGH Site's Protection Services Kiosk daily.