Research Road Map

http://www.kingstonhsc.ca/research

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Research Hospital Appointment

A Research Hospital Appointment is required for ANY individual who will be working in research at KHSC-KGH Site and/or KHSC-HDH Site in conjunction with Providence Care ("PC"), Queen's University at Kingston ("Queen's"), St. Lawrence College ("SLC") and/or any other applicable academic or hospital institution who is not otherwise hired, appointed or authorized by the Hospital for the particular research.

CATEGORIES OF RESEARCH HOSPITAL APPOINTMENTS

There are three (3) specific Research Hospital Appointment categories:

- <u>Principal Investigator (PI)</u>: 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, clinical research project or clinical trial, or a particular research unit/centre in the Hospital. These are individuals who are neither a clinician (MD) nor employees of KHSC who work in research but instead have an affiliation with PC, Queen's, SLC or any other applicable academic or hospital institution. Clinicians (MD) do not require a Research Hospital Appointment as they already have medical credentials to work in KHSC related to academics, clinical care and research.

- <u>Research Support Staff</u>: 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 or PC employees or employees of KHSC and their usual employment or appointment activities would not involve research (i.e. research is not defined in their job description).

- Research Trainee/Learner: is an individual who is completing a research training/ learning experience (paid or unpaid). These are Post-doctoral Fellows, Medical students, Undergraduate students, Masters students, Ph.D. students, Residents and any specified visitor who is at KHSC under the direct supervision of a PI and is involved in research activities.

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

Students enrolled at Queen's or SLC are entitled to complete fewer Research Hospital Appointment application requirements **if their research activities are only part of their regular academic programs** (e.g. undergraduate project or graduate thesis), as the Hospital has written affiliation agreements with both institutions. These explicit requirements are detailed in the "List of Requirements for Queen's and SLC Students" provided within the Research Hospital Appointment application form (Appendix A). If students will also be participating in additional research activities (paid or unpaid) outside their regular academic program, they must complete all requirements as listed in the Research Hospital Appointment application form.

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 KHSC's Office of Medical Administration. Application forms are available directly from KHSC's Office of Medical Administration.

Application forms must be signed by the applicant, PI (if applicable), and PI's Department Head.

Completed application forms should be submitted to the KHSC Office of Medical Administration accompanied by the following documents, as guided by the "List of Requirements for Research Hospital Appointments" and "List of Requirements for Queen's and SLC Students":

- letter of recommendation from the PI's Department Head, or KHSC's Vice-President of Health Sciences Research (if Department Head is PI), including a description of the research activities to be undertaken by the applicant and a statement acknowledging that patients will be informed of the applicant's research 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 applicant is not affiliated with Queen's University or St. Lawrence College;
- a brief curriculum vitae;
- a valid and current Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB), Ontario Cancer Research Ethics Board (OCREB) or Clinical Trials Ontario (CTO) ethics clearance 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 the Queen's Tools for Research at Queen's (TRAQ) research reporting tool;
- a signed KHSC confidentiality agreement; and
- a signed KHSC Communicable Disease Health Clearance form.

It is understood that KHSC's Communicable Disease Surveillance Requirements are required pursuant to The Public Hospitals Act.

Applications will be processed by KHSC's Office of Medical Administration and brought forward to KHSC's Credentials Committee for recommendation to KHSC's Medical Advisory Committee for approval.

Applicants shall complete all required components of a "General Orientation to KHSC and Research" as deemed applicable by KHSC's Office of Health Sciences Research.

Appointments shall terminate on June 30th 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 KHSC's Office of Medical Administration at least 60 days prior to an applicant's appointment ending. Renewals will be processed by KHSC's Office of Medical Administration and brought forward to the KHSC's Credentials Committee for recommendation to the KHSC's Medical Advisory Committee for approval of renewal appointment.

For all inquiries related to Research Hospital Appointments, please contact Gina Morey at 613-549-6666, ext. 4260 or Gina.Morey@kingstonhsc.ca, or Shari Glustein at 613-544-3400 ext. 2115 or Shari.Glustein@kingstonhsc.ca.

ISSUING OF HOSPITAL ID BADGE

A KHSC ID badge will be issued to you after the Research Hospital Appointment application has been approved. KHSC's Office of Medical Administration automatically notifies KHSC's Protection Services Office to issue a hospital ID badge. You will be copied on this email.

KGH Site:

Once you receive this email, please report to KHSC-KGH Site'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 KHSC ID badge is returned. KHSC-KGH Site's Cashier's Office will issue you a receipt to take down to KHSC-KGH Site's Protection Services Office located on Dietary 1. Photo ID badges are issued 8:00 am to 12:00 pm, Monday to Friday.

HDH Site:

Once you receive this email, please report to KHSC-HDH Site's Cashier's Office on Jeanne Mance 6 to pay a $10.00 deposit. This deposit will be returned once the KHSC ID badge is returned. KHSC-HDH Site's Cashier's Office will issue you a receipt to take down to KHSC-HDH Site's Protection Services Office located on Mary Alice 4. If no one is available, please ask a Protection Services staff member in the lobby.

NOTIFICATION TO KHSC HELP DESK (IT ACCESS)

After your Research Hospital Appointment application has been approved, KHSC Help Desk is also automatically notified by KHSC's Office of Medical Administration 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" for more information.

APPLICATION FORM

To download the Research Hospital Appointment application, please click on this link:

https://kingstonhsc.ca/sites/default/files/uploads/appendix_a_rha_application_form.pdf

To view KHSC's Research Hospital Appointment Policy, please click on this link:

https://kingstonhsc.ca/sites/default/files/uploads/11-012_rha_hospital_policy_statement.pdf