

Research Road Map

August 2022

Research Hospital Appointment Issue

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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:

- **Principal Investigator (PI)**: 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) and Medical Residents do not require a Research Hospital Appointment as they already have medical credentials to work in KHSC related to academics, clinical care and research.
- **Research Support Staff**: is an individual who provides research support services to the PI and overall research projects and initiatives.

Contact:
kghri@kingstonhsc.ca

(613) 549-6666, ext.
8171

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 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.

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. Applications are submitted through the [Common Credentialing](#) system and must be initiated by the Department of affiliation. You will receive an email from the Common Credentialing Notification System (medtech@queensu.ca) with a link to complete your application. Applicant instructions can be found [here](#). You will need to login to Common Credentialing with your Queen's University email (@queensu.ca or @qmed.ca). If you experience any technical issues with Common Credentialing, contact medtech@queensu.ca.

Applicants must review the “Research Orientation package” and “KHSC General Orientation package” in the Common Credentialing portal before submitting the application.

Applications will be approved by the PI and Department Head through the online system.

You will be required to upload the following documents with your application, 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 (optional since application must be initiated by the Department);
- 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;
- a signed KHSC Communicable Disease Health Clearance form; and
- proof of COVID-19 vaccination (at least two doses required).

It is understood that KHSC’s Communicable Disease Surveillance Requirements are required pursuant to The Public Hospitals Act. The KHSC Communicable Disease form must be filled out by your family physician, or if you don’t have one you can contact a walk-in clinic (at your own expense) or visit the Occupational Health walk-in clinic at HDH site and an NP will see you. Current KHSC employees will already have their form on file with Occupational Health and can contact ext. 4389 to request a copy.

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.

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.

For all inquiries related to Research Hospital Appointments, please contact Gina Morey at 613-549-6666, ext. 4260 or Gina.Morey@kingstonhsc.ca, or Jaclyn Harris at 613-549-6666, ext. 4204 or Jaclyn.Harris@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.

You may present to the KGH Security Department, located on Dietary 1, to pick up your identification badge. KGH security is open between the hours of 0800 and 1600 Monday to Friday. Security ID badges for Terms (ones that have an expiration date, not renewable) are required to pay a \$10 fee and will need to send an e-transfer to accounts.receivable@kingstonhsc.ca through on-line banking. Please ensure you save the confirmation code of the e-transfer once completed.

NOTIFICATION TO KHSC HELP DESK (IT ACCESS)

After your Research Hospital Appointment application has been approved, your Department must submit a Computer Access Request Form (CARF) separately to KHSCITAccessRequests@KingstonHSC.ca as it is not yet included with the online application. Please check out the "Research Roadmap: Computer Access" for more information.

APPLICATION LINKS

To access the Research Hospital Appointment application through Queen's University Common Credentialing, please click on [this link](#). For help on this process, please click on [this link](#).

To view KHSC's RHA Policy, please click on [this link](#).