

# KINGSTON HEALTH SCIENCES CENTRE

## ADMINISTRATIVE POLICY MANUAL

**Subject:** Research Hospital Appointment **Number:** 11-012

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### Preamble

The Kingston Health Sciences Centre (“KHSC”), together with its agent for research, the Kingston General Health Research Institute (“KGHRI”), endorses and supports research that advances knowledge and brings evidence into practice for the benefit and empowerment of our patients, their families and our medical community. KHSC consists of two hospital campuses: Kingston General Hospital Site (“KHSC-KGH Site”) and Hotel Dieu Hospital Site (“KHSC-HDH Site”). The KHSC-HDH Site conducts all research consistent with the history, traditions, and mission of the Catholic faith and in accordance with the Catholic Health Ethics Guide published by the Catholic Health Alliance of Canada.

The Hospital Board is ultimately responsible for all aspects of the operation of the Hospital and it is essential that the Hospital administration have adequate information and proper documentation of all personnel who are conducting research in the Hospital that may involve patients, patients’ families, Hospital facilities (equipment and space), Hospital funding, and/or Hospital staff (collectively “Hospital Resources”).

### Policy Statement

The procedures set out below apply to certain individuals who are engaged in approved research in any Hospital department, research unit and/or research centre. 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.

KHSC is working collaboratively with its partners, Queen’s and PC. To the extent possible, attempts have been made to harmonize policies and procedures for issues of common interest such as research with our partners. The elements of this policy are similar to those found in PC Policy #ADM-RES-7.

### Procedures

#### 1. Categories of Research Hospital Appointment

1.1 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

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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.

- Research Support Staff: 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.

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

1.3 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.

## 2. Application Process

2.1 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.

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- 2.2 Application forms can be found in Appendix A or are available directly from the KHSC Office of Medical Administration.
- 2.3 Application forms must be signed by the applicant, PI (if applicable), and PI's Department Head.
- 2.4 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 the KHSC 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/research participants 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 vita;
  - 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 or renewal 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 (see Appendix B); and
  - a signed KHSC Communicable Disease Health Clearance form (see Appendix C).
- 2.5 It is understood that Communicable Disease Surveillance Requirements are required pursuant to The Public Hospitals Act.
- 2.6 Applications will be processed by the KHSC Office of Medical Administration and brought forward to the KHSC Credentials Committee for recommendation to the KHSC Medical Advisory Committee for approval of appointment.
- 2.7 Applicants shall complete all required components of a "General Orientation to KHSC and Research" as deemed applicable by the KHSC Office of Health Sciences Research.
- 2.8 Appointments shall terminate on June 30<sup>th</sup> 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 the KHSC

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

Adherence to the foregoing procedures will ensure efficient administration of research within the Hospital.

### **Related Documents:**

KHSC 01-121 Intellectual Property- Employee

KHSC 01-122 Intellectual Property-Queen's Faculty and Staff Members with Hospital Appointments

KHSC 03-021 Research Restricted Accounts

KHSC 09-050 Disclosure of Personal Health Information

KHSC 09-055 Personal Health Information Protection

KHSC 09-140 Access to, Correction and Use of Personal Health Information

KHSC 11-150 Health Research

KHSC 11-151 Research and Clinical Trial Agreement Overhead

KHSC 11-152 Standard Operating Procedures for Clinical Research

KGH 05-135 Facility Planning

Authorizing Signature

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Dr. David Pichora  
President and Chief Executive Officer