

# Research Affiliate Visitor Instructions

**Who Are Research Affiliate Visitors?** are visiting staff (employees) from a Canadian public institution (such as a hospital, non-profit agency, university, government organization etc.) who are part of an active collaboration with a St. Michael's Researcher. If you have visiting staff (employees) who are not from a Canadian public institution please use the Research Visitor Instructions (definition below). Please also see definitions and Instructions below for Study Monitors, Service Providers & iBEST Affiliate.

**Research Visitors?** visiting scientists or visiting students, including internationals, who come to the Hospital to further their own or their supervisor's research projects. Research visitors can also be visiting staff (employees) who are part of an active collaboration with a St. Michael's Researcher and are NOT visiting from a Canadian public institution. If this is the case, please use the [Research Visitor Instructions](#).

**Study Monitors:** Are typically external representatives of the Sponsor who oversee the progress of a clinical study, and ensure that it is conducted, recorded, and reported in accordance with the protocol, Standard Operating Procedures, Good Clinical Practice and applicable regulatory requirement(s). If this is the case, please use the [Study Monitor Instructions](#).

**Service Providers:** A service agreement exists between the hospital and the service provider for certain research services to be provided to the St. Michael's Researcher. Service Providers do not typically require access to hospital resources. If your Service Provider requires hospital access please contact the Research Employment Coordinator (contact info below) to discuss exceptions.

**iBest Affiliates:** Individuals (affiliate scientists, engineers, clinicians, students and trainees) who are part of the Institute for Biomedical Engineering, Science & Technology (iBest) partnership between St. Michael's Hospital and Ryerson University. If this is the case, please use the [iBEST Affiliate Instructions](#).

**Space Restrictions:** Since there are space restraints in the LKSKI, please ensure that you have room in your existing space to house your Visitor before agreeing to take them on.

## PROCESS:

1. Investigator is asked to complete and sign the forms "Research Visitor Forms for PI".
2. Investigator to provide the completed PI forms to the Visitor.
3. Investigator to provide/email the "Research Visitor Forms for Visitor" to the Visitor.

## In-Person Registration

4. Please Instruct the Visitor to pre-register by the Sunday before the in-person registration session they are planning to attend at [https://www.surveymonkey.com/s/ORA\\_pre\\_registration](https://www.surveymonkey.com/s/ORA_pre_registration).
5. The Visitor must personally bring all PI and Visitor forms/documentation to the in person registration. Visitors must arrive promptly at the start of a session with ALL their completed paperwork.

## REGISTRATION TIMES\* & LOCATION:

Tuesdays                    10:00 & 2:00  
Thursdays                   10:00 & 2:00  
Location: (250 Yonge Street - 6th floor - Through the glass doors)

The Visitor will be entered into the Barcode Database and informed of next steps.

**Questions?** Cordelia Cooper, Research Employment Coordinator (416 864-3077 / [cooperc@smh.ca](mailto:cooperc@smh.ca))

**Addenda:**

1. Extracts from [Research Visitors and Research Volunteers Policy](#):
  - a. Section 1.8 Responsibilities of Supervisors

**1.8 Responsibilities of Supervisors**

All Research Visitors and Research Volunteers must be supervised. Research Visitors and Research Volunteers can only be supervised by scientists employed with the Hospital who have research appointments at the Li Ki Shing Knowledge Institute or physicians who have research appointments at the Li Ki Shing Knowledge Institute and employees working in a management capacity ("Supervisors"). The Supervisor is responsible for all of the following:

- Determining and overseeing appropriate activities for the Research Visitor or Research Volunteer to conduct or participate in
- Ensuring all Research Visitors and Research Volunteers have adequate training and certification to conduct the activities that they are given
- Ensuring all Research Volunteers and Visitors granted permission to work with biohazardous material are added to a Supervisors Research Biosafety permit
- Providing the Research Visitor or Research Volunteer with access to appropriate Hospital policies and orientation to Hospital practices
- Report accidents and injuries in compliance with the incident reporting system
- Ensuring all Research Visitors and Research Volunteers have adequate training to conduct the activities that they are given
- Ensuring all Research Visitors and Research Volunteers have completed biosafety training and all corporate health and safety requirements.
- Ensuring all Research Visitors and Research Volunteers receive any additional and relevant training consistent with their experience in order to complete the tasks outlined in their role description.
- Ensuring the Research Visitor or Research Volunteer is at all times supervised to the level consistent with the position in which they function.
- Ensuring that all Research Visitors and Research Volunteers register with the ORA as per section 1.12.
- Arranging for any network or computer access
- Arranging for any ID Badge door access (with start and end dates included)
- Verify and confirm Research Visitors and Research Volunteers academic or professional references.
- Put in place a mechanism to evaluate the performance of and provide feedback to the Research Visitor and the Research Volunteer.
- Providing a clearly defined role description for Research Visitors and Research Volunteers that is consistent with the Research Visitors and Research Volunteers education and experience.
- Ensuring Research Visitors and Research Volunteers stay within their role description.
- Providing supervision if Research Volunteer or Research Visitor is conducting activities beyond the normal business hours.
- Ensuring Research Visitors and Research Volunteers have a proper working knowledge of the English Language.
- Ensuring the Research Ethics Board ("REB") is informed of all study changes, including personnel changes or additions, for research projects that require REB approval.