

# Research Volunteer Instructions

**Who are Research Volunteers?** Individuals, including students, who apply to a Supervisor at the hospital to volunteer their time for a hospital-based research project or program. Students who are in a placement at the hospital for academic credit or under an approved placement program are not considered Research Volunteers.

**Age requirement:** Research Volunteers must be at least 18 years of age. Exceptions may be made for 16 and 17 year old Research Volunteers if parental consent is provided and approval by both Director of Research Operations and, if in the lab, approval must be also obtained from the Director of Research Facilities is provided. If your volunteer is less than 18 years of age please contact Research Employment Coordinator (contact info below) in advance of starting the registration process.

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

## PROCESS:

Please note *Reference Checks* are optional but strongly recommended. Please see attached form.

1. Investigator is asked to complete and sign the forms "Research Volunteer Forms for PI".
2. Investigator to provide the completed PI forms to the Volunteer.
3. Investigator to provide/email the "Research Volunteer Forms for Volunteer" to the Volunteer.
4. All Volunteers must complete online Orientation and Training prior to registration. Please inform the Volunteer whether they are Wet Bench (laboratory), Clinical or Dry Bench (health sciences). There are different training requirements depending on the type of Volunteer.

## In-Person Registration

5. Please Instruct the Volunteer 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).
6. The Volunteer must personally bring all PI and Volunteer forms/documentation to the in person registration. Volunteers 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 Volunteer will be entered into the Barcode Database and informed of next steps (ID Badge, Health and Safety, Training, etc.)

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

## Addenda:

1. Research Volunteer Reference Check Form
2. Extracts from [Research Visitors and Research Volunteers Policy](#):
  - a. Section 1.8 Responsibilities of Supervisors
  - b. Section 1.6 Training

# Research Volunteer Reference Check

For PI/Manager use at their own discretion (strongly recommended).

Possible referees: Previous supervisor, employer, teacher, etc.

<b>Reference Check Done By</b>		<b>Date</b>	
<b>Research Volunteer Name</b>		<b>Phone #</b>	
<b>Name Of Reference</b>		<b>Title</b>	
<b>Company/Organization Name</b>		<b>Relationship to Volunteer</b>	
<b>1. How long and in what capacity have you known the applicant?</b>			
<b>2. How is/was the applicant's punctuality?</b>			
<b>3. Is he/she reliable?</b>			
<b>4. Please comment on the applicant's ability to handle stressful situations and his or her problem-solving skills.</b>			
<b>5. Please comment on the applicant's ability to maintain confidentiality and develop healthy and appropriate boundaries.</b>			
<b>6. Please comment on the applicant's attitude towards accepting evaluation and direction, and following through with commitments.</b>			

<b>7. What is your assessment of the applicant's interpersonal and communication skills, e.g. how does he or she relate to others, and exhibit empathy and listening skills?</b>	
<b>8. Additional information: Does the applicant have any relevant health care experience and/or transferable skills?</b>	

Thank you for your time and comments.

*This reference form is intended for internal SMH usage only.*

## 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.

## 1.6 Training

The Hospital takes seriously its commitment to providing a safe working environment for all its workers. As well as operating in compliance with the Ontario Occupational Health and Safety Act, the Hospital recognizes the importance of the Internal Responsibility System, which makes safety in the workplace a shared responsibility.

Who Needs to complete the training?	Course Description	Is the training Mandatory?	Available where?
All Research Volunteers and Visitors regardless of research area	<p><b>Research Volunteer &amp; Visitor Orientation</b></p> <p>This orientation will provide all Research Volunteers and Visitors a history of St. Michael's, provide context for research at St. Michael's, outline their role as a volunteer and ensure they are familiar with all required policies</p>	Yes – must complete <u>prior</u> to start date and registering with the Office of Research Administration (unless visit/volunteer term is less than 1 month at the hospital)	<a href="#">Research Volunteer &amp; Visitor Orientation</a>
Everyone involved in all types of research including human subject research and basic science.	<p><b>Responsible Conduct of Research (RCR)</b>, which reviews research topics such as avoiding research misconduct, mentorship responsibilities, handling of data and responsible authorship.</p>	No; strongly encouraged	<p><a href="#">Instructions</a></p> <p><a href="#">Link to course</a></p>
Anyone who is involved in research where there is a direct interaction with human subjects and/or their biological samples	<p><b>Good Clinical Practice (GCP)</b>, an international ethical and scientific quality standard for designing, conducting, recording and reporting trials that involve the participation of human subjects.</p>	Yes – must complete within 3 months of start date	<p><a href="#">Instructions</a></p> <p><a href="#">Link to course</a></p>
Anyone who is involved in all types of human subject research (i.e., any research requiring a research ethics board approval)	<p><b>The tutorial for the Tri-Council Policy Statement 2 (TCPS2) Course on Research Ethics (CORE)</b>. The TCPS2 promotes the ethical conduct of research involving humans.</p>	Yes - must complete within 3 months of start date	<p><a href="#">TCPS 2 CORE user guide</a></p> <p><a href="#">TCPS 2 CORE FAQ</a></p> <p><a href="#">Link to course</a></p>
All staff, visitors and volunteers.	<p><b>Workplace Violence and Workplace Harassment Prevention</b></p> <p>Workplace violence is now recognized as an occupational health and safety risk. Under Occupational Health &amp; Safety legislation, St. Michael's must take reasonable steps to provide you with a safe workplace.</p>	Yes (unless visit/volunteer term is less than 1 month at the hospital)	<a href="#">Available on the Learning Centre. Link</a>

<p>All staff, visitors and volunteers.</p>	<p><b>Customer Service for People with Disabilities</b></p> <p>This course has been designed to help you understand the Accessibility for Ontarians with Disabilities Act (AODA), and to explain how all organizations are required to comply with the first standard of the Act – Customer Service.</p>	<p>Yes (unless visit/volunteer term is less than 1 month at the hospital)</p>	<p><a href="#">Available on the Learning Centre. Link</a></p>
<p>All visitors and volunteers working in a research lab.</p> <p>Visitors and volunteers working in clinical or health science areas and <u>not</u> working with bio hazardous material/human samples will be required to complete the online training “<b>Health &amp; Safety and WHMIS Training</b>” (see below)</p>	<p><b>New Worker Safety Training</b></p> <p>The training will be provided through the Research Facilities Office and will inform Research Visitors and Research Volunteers on their rights and responsibilities and if applicable, a firm grounding in the basics of biosafety and infection control practices used by basic science and clinical researchers at the Hospital.</p>	<p>Yes</p>	<p><a href="#">In person training. For more details and registration</a></p>
<p>For everyone who conducts non-basic science/dry bench research at St. Michael’s Hospital. If your work involves basic science/wet bench research, you will complete your Biosafety &amp; WHMIS training in person via the “<b>New Worker Safety Training</b>” (see above).</p>	<p><b>Health &amp; Safety and WHMIS Training</b></p> <p>This learning module will provide you with the basics of the occupational health and safety law and learning about Workplace Hazardous Materials Information System (WHMIS). Learning about both of these will help you understand your roles and responsibilities and how to identify hazards</p>	<p>Yes (unless visit/volunteer term is less than 1 month at the hospital)</p>	<p><a href="#">Available on the Learning Centre. Link</a></p>
<p>All staff, visitors and volunteers located at 30 Bond Street.</p>	<p><b>Fire Safety and Security</b></p> <p>The objective of this module is to teach Hospital employees fire and safety awareness at St. Michael’s Hospital. The following topics will be discussed: - Chemistry of Fire - Classification of Fire - Types of Fire Extinguishers - Response Procedure - Emergency codes and - Security and Safety.</p>	<p>Yes (unless visit/volunteer term is less than 1 month at the hospital)</p>	<p><a href="#">Available on the Learning Centre. Link</a></p>
<p>All staff, visitors and volunteers located at offsite locations (not 30 Bond Street)</p>	<p><b>Fire Safety and Security Offsite</b></p> <p>This module provides information on Fire Safety, response procedures, and security information for offsite employees.</p>	<p>Yes (unless visit/volunteer term is less than 1 month at the hospital)</p>	<p><a href="#">Available on the Learning Centre. Link.</a></p>