

Off-Site Research Volunteer Forms For Volunteers

Research Volunteer Checklist

ORIENTATION AND TRAINING

1. All volunteers must complete online Orientation and Training prior to registering: <https://students.smh.ca/course/ResearchVolunteerOrientation/player.html>. At the end of the orientation, there are links to four training modules. Depending on the volunteer type (i.e., Clinical, or Dry Bench-Health Science), volunteers will be required to complete different training modules (please refer to checklist below). Completed certificates are required in order to register. If you do not know what type of volunteer you are, please ask your Investigator.

ONLINE REGISTRATION

2. Volunteers must personally scan and email all completed PI and Volunteer forms, Certificates, and Documentation to Dalbir Singh (Dalbir.Singh@unityhealth.to)

PLEASE ENSURE YOU HAVE ALL OF THE DOCUMENTATION BELOW WHEN YOU REGISTER

FORMS TO BE COMPLETED & SIGNED BY INVESTIGATOR

- Bar Code Identification Form
- Criminal Record Check Sheet
- Research Volunteer Assignment Form for PIs/Managers*
- Research Volunteer Service Agreement*
- UHT Research Volunteer Program During COVID-19 Pandemic Acknowledgement*

*Volunteer signature also required

FORMS TO BE COMPLETED & SIGNED BY VOLUNTEER

- Personal Information form
- Privacy and Confidentiality Agreement
- Letter of Representation of Compliance with the Code of Business Conduct

TRAINING CERTIFICATES/PRINTIED SCREEN SHOTS REQUIRED

All Volunteers to Complete	Clinical and Dry Bench (Health Science) Volunteers to ALSO complete:
<ul style="list-style-type: none"> ▪ Workplace Violence and Workplace Harassment Prevention ▪ Customer Service for People with Disabilities 	<ul style="list-style-type: none"> ▪ WHMIS ▪ Fire Safety

VOLUNTEER SHOULD ALSO SCAN AND SUMBIT THE FOLLOWING DOCUMENTATION

- CV/Resume
- (2) pieces of government-issued ID (see below)

Questions? Please contact: Dalbir Singh, Research Employment Specialist
(Dalbir.Singh@unityhealth.to)

ACCEPTABLE ID FOR SECURITY

As per eHealth Ontario specifications, individual seeking security credentials at St. Michael's must present an identity document chosen from the list of Primary Identity Documents below, and a second document chosen from either of the lists below.

Primary Identity Documents	Secondary Identity Documents
<ul style="list-style-type: none"> ▪ Birth Certificate issued by a Canadian Province or Territory ▪ Canadian Certificate of Birth Abroad ▪ Certificate of Canadian Citizenship ▪ Canadian Certificate of Indian or Metis Status ▪ CANPASS ▪ Citizenship Identification Card ▪ Driver's License ▪ Firearm Registration License ▪ Certification of Naturalization ▪ Nexus ▪ A valid Passport issued by a foreign jurisdiction Canadian Passport ▪ Confirmation of Permanent Resident(IMM 5292) ▪ Permanent Resident Card ▪ Statement of Live Birth from Canadian Province (Certified Copy) ▪ Citizenship and Immigration Canada Refugee Protection Claimant Document ▪ Canadian Permanent Resident Card ▪ Ontario Photo Card 	<ul style="list-style-type: none"> ▪ BYID Card (Formerly Age of Majority Card) ▪ Canadian Convention Refugee Determination Division Letter ▪ Canadian Employment Authorization ▪ Canadian Immigrant Visa Card ▪ Canadian Minister's Permit ▪ CNIB (Canadian National Institute for the Blind) Photo Registration Card ▪ Canadian Police Force Identification Card ▪ Canadian Student Authorization ▪ Certificate issued by a government ministry or agency ▪ Current Employee Card from a Sponsoring Organization ▪ Federal, Provincial, or Municipal Employee Card ▪ Other Federal ID Card, including Military ▪ Judicial ID Card ▪ Document showing the registration of a legal change of name accompanied by evidence of use or prior name for the preceding 12 months. ▪ Old Age Security Card ▪ Ontario Ministry of Natural Resources Outdoors Card ▪ Current Registration Document from the College of a Health Profession ▪ Current Professional Association ▪ License/Membership Card for any Regulated Health ▪ Profession

	<ul style="list-style-type: none">▪ Record of Landing (IMM 1000)▪ Student Identification Card▪ Union Card▪ Blind Persons Right Act ID Card
--	---

Personal Information Form

Last Name	First Name	Title	Preferred Name (if applicable)		
_____	_____	_____	_____		
Address – street number and name		Date of birth:			
_____		_____			
City	Province	Postal Code	Day	Month	Year
_____	_____	_____	_____	_____	_____
Primary Phone No.	<input type="checkbox"/> Cell	Secondary Phone No.	<input type="checkbox"/> Cell		
_____	<input type="checkbox"/> Home	_____	<input type="checkbox"/> Home		
Email: _____					
Reason for volunteering					
<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Recent Undergraduate looking for work experience	<input type="checkbox"/> International Medical Graduate	_____			
Health Insurance					
I acknowledge and understand that St. Michael's Hospital does not provide health insurance for me while engaged as a research volunteer. In the case of injury when volunteering, Research Volunteers are not covered by Workplace Safety and Insurance Board (WSIB) coverage and therefore all research volunteers must have OHIP, other provincial coverage or private insurance.					
Print Name: _____					
Signature: _____			Date: _____		
Emergency Notification					
Name: _____			Home Phone: _____		
Relation: _____			Cell Phone: _____		

Privacy and Confidentiality Agreement

I acknowledge and understand that:

- St. Michael's Hospital (the "Hospital") has in place policies and procedures respecting privacy, confidentiality and security (the "Policies and Procedures"),
- The Policies and Procedures are available to me through the Hospital Corporate Policies & Procedure System (CPPS) that is accessible from my Hospital computer desktop or upon request if I am not an employee of the Hospital or do not have access to CPPS and where I have any questions relating to my obligations hereunder,
- All personal health information [i.e., information identifying an individual and relating to the provision of health care to that individual] and/or confidential information [i.e., information relating to the business of the Hospital] that I have access to or learn through my employment, relationship or affiliation with The Hospital is to be treated as strictly private and confidential.
- As a condition of my employment, relationship or affiliation with The Hospital, I must comply with the Hospital's Policies and Procedures, and
- If I fail to comply with these obligations, the Hospital may terminate my employment, relationship or affiliation with the Hospital and that I may be subject to legal action taken against me by the Hospital and others, and/or to report to the appropriate college or regulatory body

I agree that I will access, use or disclose any personal health information and/or confidential information that I learn of or possess because of my employment, relationship or affiliation with The Hospital, only if it is necessary for me to do so in order to perform my duties as assigned by the Hospital. I also understand that under no circumstances may personal health information and/or confidential information be communicated either within or outside of The Hospital except to such other persons as are authorized by The Hospital to receive such information.

I agree that I will not alter, destroy, copy or interfere with this information, except with authorization and in accordance with the policies and procedures.

I agree to keep any computer access codes assigned to me (for example, passwords) confidential and secure. I also agree to safeguard physical access devices (for example, keys, and badges) and the privacy and confidentiality of any information being accessed.

I agree that I will not lend my access codes or devices to anyone and will not attempt to use those of others. I understand that access codes come with legal responsibilities and that I am accountable for all work done under these codes. I am aware that work done using such codes may be audited. If I have reason to believe that my access codes or devices have been compromised or stolen, I agree to immediately contact the Hospital's Help Desk (ext.5751).

I also understand and accept that my obligations on confidentiality extend beyond my term of employment and or affiliation with the hospital.

Name (Print)

SMH Barcode Number

Signature

Date

Letter of Representation of Compliance with the Code of Business Conduct

I wish to formally confirm that I am to the best of my knowledge and belief, fully compliant in all respects with the St. Michael's Hospital "Code of Business Conduct".

In the performance of my duties, I will:

- Comply to the best of my knowledge with all applicable laws and regulations.
- Make no payments or provide gifts to government officials or suppliers of goods and services.
- Maintain proper accounting records.
- Make no false or misleading statements to auditors or other external regulatory bodies.
- Not become involved in an outside activity that significantly encroaches on the time or attention that I should devote to the Hospital.
- Have no conflict of interest with those of St. Michael's other than those reported on separately in writing, and
- Deal appropriately with all confidential information.

I understand and accept the commitments stated above

Name: _____

Signature: _____

Date: _____

Title: CODE OF CONDUCT	
Category: Administration	Type Of Policy: Corporate
Authorizing Title: VP, Human Resources	
Primary Document Author: VP, Human Resources	Effective Date: July 22, 2015
Areas Consulted: Human Resources, Finance, Legal Services, Procurement Services, Medical Advisory Committee, Business Services Committee of the Board of Directors	Next Review: July 22, 2018
Committee Approved: Senior Management Committee	Associated Emergency Code: N/A
Reference: codebus.doc	

Introduction

All individuals engaged with St. Michael's Hospital are expected, as part of their contract, to read, review regularly, and confirm their understanding of Human Resources policies such as the policy that follows.

This policy applies to:						
Full time non-union	Part-time non-union	Casual non-union	Unionized	Physicians	Non-SMH staff	Volunteers
•	•	•	•	•	•	•
Physicians also covered under SMH Physician policies and guidelines						

Statement of Corporate Ethics

St. Michael's Hospital ("Hospital") subscribes to the following statement of corporate ethics:

All employees, physicians, trainees (including students, residents and fellows) and volunteers of the Hospital ("Staff Members") are expected to act with honesty and integrity, and consistent with the Hospital's Mission and Values. Honesty and integrity are characterized by truthfulness, freedom from deception or fraud and fairness. There is no exception to this principle.

Staff Members have a responsibility to acquire knowledge, to make decisions in harmony with the Hospital's values and to accept responsibility for their own actions. Staff Members should always exercise the authority given to them by the Hospital in the best interests of the Hospital. Staff Members are expected to act in a professional manner at all times and to use appropriate due diligence in decision-making.

There is no conflict between attention to business and attention to ethics.

Policy Statement

Compliance with Laws and Regulations

Staff Members must comply with all applicable laws and regulations that relate to their activities for and on behalf of the Hospital. The Hospital will not condone any violation of the law or unethical activities.

Hospital Policies

The Hospital has a set of policies designed to implement this Code, including the policies listed in the attached Schedule "A". It is each Staff Member's responsibility to ensure that he/she knows which Hospital policies apply to the work that he/she does, and to abide by the letter and spirit of those policies. Examples of appropriate and inappropriate conduct are listed in Schedule "B".

Legal Agreements

The Hospital enters into legal agreements in the course of its business. Staff Members must abide by the legal agreements that pertain to their work.

See note directly above

Respecting One Another

The way we treat each other affects the way we do our jobs. Staff Members must contribute to the creation and maintenance of an environment that supports honesty, integrity, respect, dignity and trust. The Hospital does not tolerate malicious or unwanted gossip, harassment or discrimination, verbal or physical abuse or bullying or intimidation.

Conflict of Interest

Staff Members, members of their immediate family or associates, must not use their position, or the knowledge gained or available through his/her work for the Hospital, for private or personal advantage or in such a manner that a conflict or an appearance of a conflict arises between the Hospital's interest and the Staff Member's personal interest. Staff Members shall make disclosures in accordance with the Hospital's Conflict of Interest Policy.

Improper Payments and Gratuities

Staff Members must never accept or pay any bribe, kickback or any similarly improper payment, directly or indirectly, to or from any person or entity to influence, obtain or retain business, or for any other reason.

Staff Members must not use or accept inappropriate gifts, excessive entertainment or any other means to improperly influence or be influenced by outside persons or entities. Staff Members shall make disclosures in accordance with the Hospital's Conflict of Interest Policy.

Use of Hospital Property

Staff Members must use Hospital property, including telephones, computers, systems and software properly and for the business use for which it is provided. Theft, misappropriation or misuse of Hospital property is prohibited. All software used on Hospital equipment must be properly purchased or licensed.

Intellectual Property

Unless otherwise specified in a Hospital policy, intellectual property that an employee creates in the course of the performance of his/her duties is considered an asset owned by the Hospital and the employee has no personal interest in or rights to such property. Staff Members are responsible for the proper use and management of the Hospital's intellectual property and for respecting the intellectual property rights of others.

Hospital Funds

Where a Staff Member's position requires Hospital funds (including all funds administered by the Hospital) to be spent, the Staff Member must use good judgment on the Hospital's behalf to maximize the value received by the Hospital for such expenditures. If the Staff Member has access to Hospital funds in any form, the Staff Member must, at all times, follow prescribed procedures for recording, handling and protecting such funds. Staff Members are expected to ensure scarce resources are deployed wisely.

Supply Chain

Supply chain activities (in particular, tendering, contracting and purchasing activities) are regulated in Canada and must be open, accountable and in compliance with the Hospital's Procurement of Goods and Services Policy and with the Ontario Broader Public Sector Supply Chain Guideline.

Staff Members are expected to comply with these policies and to respect the competitive procurement process.

Hospital Records

Each Staff Member is responsible for creating, verifying or modifying hospital records in a manner that maintains appropriate standards of accuracy and reliability, and that will meet the Hospital's legal and financial obligations or professional standards, as applicable. Staff Members shall maintain records in accordance with the Hospital's records retention policies. Staff Members shall not alter any Hospital record for the purpose of misleading any person, including the auditors of the Hospital.

Misleading Statements

Staff Members must not make a false or misleading statement to, or attempt to mislead by concealing or failing to provide requested or required information to, any outside persons or entities that have an audit or regulatory function.

Public Communications

All media for the hospital is coordinated through the Communications and Public Affairs Department. This includes, but is not limited to, promoting research and education, facilitating interviews with experts, writing news releases, and media outreach, inquiries or requests. If any staff member is contacted by media directly, Communications and Public Affairs must be notified before any commitments are made to participate in an interview, film, video, photograph or news release. Staff Members must comply with the Hospital's Social Media Guidelines, Use of Hospital Computers, Personal Information Devices, Electronic Mail and the Internet Policy and the Email Acceptable Use Policy.

Obtaining and Safeguarding Information

Staff Members are expected to respect the privacy and dignity of all patrons of the hospital as well as members of the Hospital community. In the regular course of business, the Hospital accumulates a considerable amount of financial, technical, proprietary and personal information (including personal health information) that is not available to the public, whether the information is about the Hospital or has been received on a confidential basis from an outside entity. Staff Members must not access, use, reproduce or disclose such confidential information except for authorized Hospital purposes. In addition, access to the personal information of employees, physicians, residents, students, volunteers and researchers is limited to those who have an appropriate need to know and no more information than is necessary for authorized Hospital purposes is to be collected or accessed.

Reporting of Breach

Reports of wrongdoing shall be made in accordance with the respective legislation as well as the Hospital's Communication of Wrongdoing (Whistleblowing) policy.

Education and Compliance

Staff Members will be given a copy of the Code of Conduct when they are hired or appointed and are required to acknowledge receipt and reading of the Code and compliance with it.

The President shall monitor, and the Hospital's managers shall ensure, compliance with this Code. On questions of interpretation or compliance, inquiries should be directed to an immediate supervisor, other subject matter experts or an EVP, who will ensure that appropriate legal or accounting advice is obtained. Regarding directors, the Chair of the Board will be responsible for monitoring compliance and addressing any concerns.

Failure to uphold both the letter and spirit of Hospital policies could, depending on the circumstances involved, result in disciplinary action up to and including warning, probation, suspension, termination of employment or appointment, and/or referral to the Medical Advisory Committee regarding suspension or revocation of privileges.

Appendix Document

Schedule "A" List of Related Policies and Sources

Related Policies:

Competitive Bidding Policy
Communication of Wrongdoing (Whistleblowing) Conflict of Interest
Core Values Media Policy
Procurement of Goods and Services Policy Research Conflicts of Interest
Inventions Policy
St. Michael's Hospital Information Privacy and Security Policies: Protection of Privacy of Personal Health Information
Alcohol and Drug Use
Confidentiality and Protection of Employee Information Criminal Activity
Discrimination, Harassment and Violence in Workplace
Use of Hospital Computers, Personal Information Devices, Electronic Mail and the Internet Email
Acceptable Use Policy
Providing Access for People with Disabilities

Sources:

Supply Chain Guideline, April 2009 (including the Ontario Broader Public Sector Supply Chain Guideline, section 4.3), available at: <http://www.fin.gov.on.ca/en/ontariobuys/documents/scg.html>

Schedule "B"

Examples of Appropriate Conduct and Behaviour and of Inappropriate Conduct and Behaviour

- Appropriate conduct and behaviour includes but is not limited to:
- Following all corporate and relevant departmental-specific policies, practices and procedures;
- Competent performance of all duties and tasks assigned;
- Punctual and regular attendance;
- Ongoing courtesy to and respect for employees, physicians, colleagues, patients, volunteers, visitors and/or any other person who deals with the Hospital in the conduct of its business;
- Dressing in clothing and footwear appropriate to the job performed.
- Inappropriate conduct and behaviour includes but is not limited to:
- Insubordination;
- Poor or careless work;
- Sleeping, failing to stay on task, or interfering with others' work;
- Leaving work early or leaving the unit or department without the appropriate supervisor or manager's permission, or other appropriate authorization;
- Using obscene or abusive language;
- Spreading malicious gossip or rumours;
- Discussing confidential patient matters in places where the conversation may be overheard by people who do not have a valid need to know such information (eg., elevators, corridors, refreshment areas);
- Sharing computer IDs and passwords with another other person;

- Verbal or physical abuse of patients, or demeaning or bullying behaviours to colleagues, managers, or any other associates at the Hospital;
- Reporting to work or working while under the influence of alcohol, or prohibited drugs and substances;
- Possession, sale or consumption of any prohibited substances while on Hospital premises or while engaged in Hospital business;
- Solicitation of employees, physicians, residents, students or volunteers for any reason, during working hours or at any time on Hospital premises, or through contact outside the Hospital using information obtained through Hospital records or systems;
- Gambling or participating in any other unregulated game of chance while on hospital premises;
- Creating or contributing to unsanitary conditions or defacing hospital premises or property;
- Excessive personal use of hospital telephones, telecommunications, or computer facilities.
- Willful violation of Hospital safety rules and procedures;
- Willful neglect and/or mishandling of hospital equipment, machinery or supplies;
- Fighting and/or the possession of weapons on Hospital property;
- Theft and/or falsification of hospital records;
- Accepting gifts, favours or gratuities from firms, organizations, agents, employees, or other individuals in a manner that is contrary to Hospital policy.

If the terms of this Policy, either in whole or in part, affect employees who are represented by a union, their employment matters are governed by the terms of the applicable collective agreement.