

Research Practicum/Co-Op Student Instructions

Who are Practicum Students? Students registered in an undergraduate or graduate university program and at St. Michael's for academic credit (e.g., co-op students). The work/duties being performed by these students at St. Michael's is a requirement of their education.

PROCESS:

1. If practicum student is NOT paid by St. Michael's, please skip to #2. If practicum student is paid, please follow the procedure outlined in Appendix A.
2. Investigator is asked to complete and sign the forms "Practicum Student Forms for PI".
3. Investigator to provide the completed PI forms to the Practicum Student and sign where applicable.
4. Investigator to provide/email the "Practicum Student Forms for Student" to the Practicum Student for completion.

In-Person Registration

5. Please Instruct the Practicum Student 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.
6. The Practicum Student must personally bring all PI and Practicum Student forms/documentation to the in person registration. Students 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)

*If unable to register during these times, please contact Cordelia Cooper to make an appointment.

Required ID for paid students must include:

- **Primary ID (passport, citizenship card, permanent resident card or birth certificate)**

7. The Practicum Student will be entered into the Barcode Database and informed of next steps (ID Badge, Health and Safety, Training, etc.)

8. PI to retain a copy of all paperwork (PI and Practicum) for record keeping purposes

Questions? Cordelia Cooper, Research Employment Specialist (416 864-3077 / Cordelia.Cooper@unityhealth.to)

Appendix A

Research – Hire a Practicum/Co-Op Student Instructions

Who are Practicum Students? Students registered in an undergraduate or graduate university program and at St. Michael's for academic credit (e.g., co-op students). The work/duties being performed by these students at St. Michael's is a requirement of their education. In order to initiate the registration and hire (placement) of a Co-op Student, the candidate must be a student registered in a University Co-op Program.

All new hires documents need to be submitted to the ORA 12 business days prior to the required hired date. Please consult HR to determine start dates prior to offering the role. Please refer to the [HR Notification Deadlines](#) which provides a timeline for paperwork submission and correlated start dates.

All Co-op Students are considered casual status and work full time hours during their term.

PROCESS:

Email Subject Line: *PI Name – Student Name – Hire a Co-op Student*

1. The following package of information is required as attachments to the email at the time of submission to the ORA

Principal Investigator/or Designate sends:

1. The completed **Hire a Known Practicum Student + Conflict of Interest Disclosure Template** as a Microsoft Word attachment
2. The student's **Resume**
3. **Proof of registration in a University Co-op or Practicum Program** (email copy accepted)
4. Copy of "**University Work Term Agreement**" form – this is a signed document that is issued from the University. It is previously completed with the Investigator (if applicable)
5. Investigator (or designate) will ask the candidate to upload their resume to the SMH resume bank. Please have your candidate submit their resume to the SMH Resume Bank: <https://unityhealth.to/careers-at-unity-health-toronto/>. On the left hand side, click on "Add Resume to Talent Pool", fill in all the required information, upload the resume and submit the application.

Send by email to the designated Research Financial Analyst (RFA) with Accounting Unit (AU) and Activity Number for approval.

(Please note that the Hiring Package Email can be sent from a designate (Research Program Manager or Coordinator, etc.) if the PI is copied.)

2. The RFA will then check Accounting Unit/Activity Number and, if approved, send approval to the Research Employment Coordinator
3. The Research Employment Specialist will verify that all information is complete and will upload to HR for processing
4. HR will then draft and send the Investigator an Offer Letter

CRIMINAL RECORD CHECKS FOR ALL EXTERNAL CANDIDATES (EMPLOYEES)

St. Michael's Hospital will conduct Criminal Record Checks for all external candidates which will be facilitated through Human Resources at point of employment offer. We ask that you advise the candidate that a Criminal Check will be required prior to their start date. Candidates may not begin working at SMH prior to submitting a Criminal Check which they will complete on their first day at their documentation session at HR.

Questions? Cordelia Cooper, Research Employment Specialist (416 864-3077 / Cordelia.Cooper@unityhealth.to)