

Student /Employee Orientation Manual



Draft Copy #3

Dr. Randy Ellis (center) assists Dr. Mark Harrison (left) and Dr. George Athwal (right) in realigning the knee of an arthritic patient.



Welcome to the Human Mobility Research Centre

This handbook is designed to introduce you to the basic functions of the Centre and to help you find your way around. Please read the handbook and fill the forms out found in Appendix A. These must be completed before commencing work at The Human Mobility Research Centre .

The Human Mobility Research Centre (HMRC) is a Queen's University research Centre formed in partnership with Kingston General Hospital. HMRC's laboratories are located in the Syl and Molly Apps Research Centre at Kingston General Hospital. HMRC is the focal point for research to improve human mobility through the development of innovative and effective treatment strategies for bone and joint disorders caused by arthritis, osteoporosis, injury, and related problems.

The objective of HMRC is to provide opportunities for university faculty and students to engage in collaborative, interdisciplinary musculoskeletal research with access to shared resources and the specialized facilities of HMRC.

Among computer-assisted surgery centres in the world, HMRC has the greatest body of practical clinical experience combined with computer scientists skilled in algorithms and software development. The hospital-based research centre approach has been successful in integrating the disciplines of surgery, biomechanics, and computer science to focus efforts within a working orthopaedic hospital. The approach has resulted in a number of world firsts, including the first computer-assisted surgery centre in the world to have completed pelvic realignment for early-onset arthritis, post-fracture total knee replacement, bone biopsy, and minimally invasive knee replacement for early-onset arthritis. Over ten new orthopaedic procedures have been developed. As a result, HMRC's experience is both practical and theoretical, with a distinguished history of rapidly deploying new ideas in computer-assisted surgery.

Our Staff

NAME	JOB TITLE	TELEPHONE	EMAIL
Amstey, Joey	Research Assistant	549-6666 ext. 4224	8ja11@queensu.ca
Fan, Jackie	Research Assistant	549-6666 ext. 6384	1cyf@qlink.queensu.ca
Grant, Heather	Clinical Research Manager	548-2517	granth@queensu.ca
Heymans, Carolyn	Systems Administrator	549-6666 ext. 4446	heymansc@queensu.ca
Hurst, Kari	Coordinator, Administration/Special Projects	549-6666 ext. 6247	hurstk@queensu.ca
Lambert, Sue	Clinical Research Nurse	549-6666 ext. 4348	sue.lambert@queensu.ca
Ploeg, Leone	Executive Manager & Research Engineer	548-2432	ploegl@queensu.ca
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St. John, Paul	CAS Specialist	549-6666 ext. 4224	pstjohn@queensu.ca
Ward, Angela	Research Nurse	549-6666 ext. 6358	warda@kgh.kari.net
Willison, Joan	Administrative Assistant	548 2430	joan.willison@queensu.ca

Useful contacts at other locations

Mountjoy, Katie	Lab Technician	Brouwer/Culham	6kcm@queensu.ca
Reinbold, Karilee	Admin Assistant	Ellis	karilee.reinbold@cs.queensu.ca
Reid, Susan	Research Engineer	Costigan/Stevenson	sar@post.queensu.ca

Principal Investigators

HMRC is comprised of researchers from the faculties of Applied Science, Arts and Science and Health Science.

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Facilities

Address

Human Mobility Research Centre
Kingston General Hospital
76 Stuart Street
Kingston, Ontario K7L 2V7

Policies

Hospital Id And Access Pass

Please see Carolyn Heymans to acquire your KGH ID and HMRC access card.

KGH ID is the property of KGH and must be presented at the request of security. An access card is required by all staff and students, and is hospital policy to have one on your person. Students and staff must pay a \$10 deposit to obtain an access card.

Any access card that needs to be replaced for any reason (i.e., Lost, Stolen, Broken, etc) will cost \$10, while photo ID that requires replacing will cost \$5.00.

Your deposit will be refunded when you return your undamaged cards.

Confidentiality

Students must uphold the professional and legal responsibilities of physicians to maintain confidentiality about patient information. In principle this means that patients' information should only be made available to those involved in their care and with their permission. In practice this means that when patients are discussed for educational purposes their identities and privacy must be protected. You must keep your notes about patients and case reports secure. You may access a patient's electronic or paper record only for an identified educational purpose or to provide patient care.

Photocopier

The photocopier is located in the photocopy room near the front door and is available exclusively for the staff, faculty, residents, and students of the Centre. The machine is programmed with codes. Contact your supervisor to obtain a code. Supervisors must give written permission for students to obtain a code. The photocopier performs various tasks such making double-sided copies, collating, and stapling. Paper for the copier is located underneath the printers. If you use the last package of paper, please let Joan know as soon as possible.

Mail

Mail is delivered and picked up at the front counter. Outgoing mail to Queen's University and the hospital should be put in the out box on the counter, must be in an interdepartmental envelope marked Queen's or KGH along with recipient's name. Interdepartmental envelopes are available in the cabinet photocopy room cupboards. All outgoing mail to Queen's University must be clearly marked Queen's. Personal mail must have correct postage.

Holidays

For specific information regarding holidays, please refer to the Queen's policies and procedures at: http://www.hr.queensu.ca/Policies/observed_holidays.htm

Christmas Closing

The normal operations of the Centre close down over the Christmas period, with only designated essential services running. The University allows staff members the full time off between Christmas and New Year's Day inclusive, without loss of salary.

The actual dates of the closure (normal working days) will be determined by the University. In general, the dates of the closing will be in accordance with the day of the week upon which Christmas falls.

For specific information regarding the Christmas closing, please refer to the Queen's policies and procedures at: http://www.hr.queensu.ca/Policies/observed_holidays.htm

Vacations

For specific information regarding vacations, please refer to the Queen's policies and procedures at: http://www.hr.queensu.ca/Policies/observed_holidays.htm

Hours of Operation

The Centre is officially open 8:30 to 4:30. Entrance after hours to HMRC is available by access card.

Office Supplies

The office supplies (i.e. tape, staplers, scissors, etc) are kept on the shelf beside the photocopier.

Fax Machine

The fax machine is located in the photocopy room beside the kitchen. The fax number for HMRC is 549-2529 (outside line). HMRC cover sheets are located in a tray on the ledge above the fax machine. If you are using the last cover sheet, please photocopy more before using. The paper for the fax machine is located in the cabinet below. For instructions on how to add paper and troubleshooting problems, please refer to the manual, which is located in the cabinet or check with Joan.

Email

The Human Mobility Research Centre's email address is hmrc@queensu.ca and our website is <http://www.hmrc.ca>

Parking

If you must bring your car, we recommend the shuttle service leaving Richardson Stadium on Sir John A. McDonald Blvd. and Johnson St., as nearby parking is expensive and usually unavailable. The shuttle service is available from 0530 - 0030 hours. To view the shuttle bus schedule, see www.gomccoy.com The shuttle service runs to KGH and Hotel Dieu Hospitals.

Queen's underground cost \$16.00 a day. The tunnel under Stuart St. is open 24hrs a day. A KGH access card is required to access the main hospital from the tunnel, between 2100-0600 hours

There are several locations on campus provided specifically for parking motorcycles. Please consult <http://www.queensu.ca/pps/parking/regulations.pdf>

Bicycle parking is permitted on the racks specifically provided for that purpose and in areas otherwise indicated by signage. Bicycles may not be parked in areas that block access, in any way, to buildings or emergency phones or attached to any tree.

For detailed information about parking, please consult the parking office manual at <http://www.queensu.ca/pps/parking/regulations.pdf>

Cafeterias

KGH has two cafeterias located in the Davies Wing (main entrance). Both have a variety of food, with the basement location having a better selection of hot meals.

From HMRC walk through the double doors entering the hospital, take a left at the Watkins entrance lounge area, follow the hallway through Empire Wing, taking a right turn before entering Victory Wing. Follow straight to Davies Wing. You will need to go down one flight for the main floor cafeteria and two flights for the hot meals site.

There is a vending machine area on the lower level. From HMRC at the hospital entrance, take the stairs down one flight, pass through the doorway and take an immediate right into an angled hallway, turn left and follow to the very end of the hall. The vending machines are to your right.

Hand Washing Policy

First, wet hands with cold water, apply 3-5ml of soap, rub hands together for at least 15 seconds. rinse hands and dry.

Hand sanitizer dispensers are located at a number of areas at HMRC. Please use them when entering and leaving our facility.

Campus/Hospital Security

Queen's

General inquiries 613 533 6000.
Emergencies phone 911
Security Assistance 36111

KGH

General Inquiries 613 549 6666
Emergencies 911 or 4444

Safe Walk Home

AMS Walk home Service is available for accompanied walks by calling [613-533-9255](tel:613-533-9255) 613-533-WALK). Walk home's service boundaries are: south to Lake Ontario, west to West Campus, north to York St. (a few blocks north of Princess Street) and to east to Ontario street.

Bikes

Ensure your bike is properly secured. Members of the Queen's community are urged to contact the Emergency Report Centre if suspicious persons or activity is observed. The Emergency Report Centre can be reached at 613-533-6111, or by using any blue-light emergency phone or payphone on campus (free to call).

Emergency Phones

Outdoor Emergency Phones are easily identified on campus by their yellow boxes with a large red button. They are located on frequently traveled routes to create better access to emergency services along those areas. When the red button is pushed, the phone is connected directly to the Emergency Report Centre (ERC) of Campus security, where the exact location of the phone is indicated, and two-way audio communication is established. Security will ask the caller how they need assistance. While the phone can pick up sounds up to 10 meters (30 feet) away, the caller should try to stay close to the phone for communication with the ERC . If no voice is heard, Security staff respond immediately.

All calls from Emergency Phones receive the highest priority response. The phones are intended to be used in any situation where you feel threatened or anxious. Make yourself familiar with the location of the yellow boxes along the routes you typically walk. If you begin to feel uneasy, concerned, or afraid, **don't hesitate to use them.**



Assistance Phones (Queen's University Only)

These phones assist in a more direct manner than ordinary telephones. No coins are needed; just lift the receiver and press. The Assistance phones offer direct lines to:

1. Security
2. Escort Service
3. Walk home Service
4. Taxi Service (one specific company)
5. Kingston Access Bus

In a crisis situation, the fastest way to contact security is to push #1 (no need to wait for the voice message to finish). However, if no buttons are pushed, the line will automatically connect to Security after about one minute. The phone indicates to the ERC the exact location of the call. If no voice is heard, the situation is considered an emergency, and Security staff are immediately dispatched to the location of the phone.



Health and Safety

Mandatory WHMIS Certification

The Human Mobility Research Centre is committed to ensuring a safe working environment in compliance with Queen's University Environmental Health and Safety policies and therefore all students and staff, must have a current WHMIS certificate (renewable annually). For WHMIS course dates, please call Queen's Environmental Health and Safety at 533-2999 or check their website at <http://www.safety.queensu.ca/courses/whmis.htm>.

Radiation Certification

If you will be required to work in the bio-hazard area, you will be required to obtain a radiation certificate. For course dates, please check <http://www.safety.queens.ca/courses>

Safety Procedures

Be aware of hazards, and the procedures for dealing with those hazards, before you start your work. Fire doors must be kept closed at all times.

Familiarize yourself with all safety equipment and procedures in your work area (telephone, exits, fire extinguishers, fire alarms, eyewash fountain, first aid kit, evacuation routes).

Never block emergency exits, emergency equipment or electrical panels.

Post suitable warning signs if a specific hazardous situation exists; include the name and phone number of individual(s) responsible.

Maintain a tidy workplace.

Research labs must keep lab doors closed to effect proper ventilation of the lab.

Keep your work area locked when unoccupied to avoid unauthorized entry.

No bicycles, rollerblades or pets in the building

Working Alone

Undergraduate students must not work alone in a laboratory at any time. A second person must be present and must assume responsibility for supervision of the undergraduate. The work carried out must be authorized by a faculty member.

For other members of the department, working alone is usually defined as working in a laboratory outside of normal working hours (8 a.m. to 6 p.m., Monday through Friday) in the absence of any other co-workers.

Individuals may work alone if their laboratory work is of a non-hazardous nature and if there is someone else working on the same floor and wing of the building.

If you are working late at night, both the Campus Security Escort Service (2552) and the A.M.S. Walk-home Service (2662) are available.

Reporting of Accidents

Minor accidents involving hazardous chemicals or the malfunction and/or breakdown of equipment must be reported to your supervisor. More serious accidents must be reported to the Head of the Department and/or the Department Safety Officer as well as to your supervisor. First aid kits are available throughout our facility.

All accidents involving personal injury must be reported promptly to your supervisor who is responsible for ensuring that the procedures below are followed. If your supervisor is not immediately available, contact the Department Safety Officer or the Head of the Department.

In the case of minor injuries that cannot be satisfactorily treated by first aid alone, or if there is any doubt, the injured person shall be sent or taken to the hospital emergency room, or doctor of his/her choice.

In the case of injuries that are more severe, or there is doubt about the severity of the injury, and emergency assistance is required, call 4444 from an internal phone (or 911 from an external phone). Provide the most accurate description of where you are (providing a nearby door number is helpful). Do not move a severely injured person without the advice of medical or ambulance personnel.

If it is necessary to call an ambulance, indicate the location of the injured person and the location of the nearest appropriate entrance to the building. If possible send someone to that entrance to lead the ambulance personnel to the injured person.

As soon as possible, notify your supervisor, the Head of the Department (or Safety Officer), and the Department of Environmental Health and Safety. The latter will notify the appropriate government agencies.

Do not touch anything associated with the accident, except for the purpose of saving life, relieving suffering or preventing unnecessary damage to equipment or property. The scene of an accident must be examined by the appropriate authorities.

Illness Policy

Staff with febrile illnesses or who are feeling unwell and may be infectious are to exclude themselves from work. Staff who become febrile while at work are to notify their supervisor and leave work if authorized

Febrile or potentially infectious illnesses may include a fever greater than 38°

And at least three of:

- Chills or shakes
- Headaches or eye pain
- Myalgias (body aches)
- Malaise (Severe fatigue)
- Sore throat
- Cough (new or increased), or

And/or at least two of:

- Chills or shakes
- Vomiting
- Diarrhea
- Nausea
- Abdominal pain

Bio Hazard Two (Wet) Lab Instructions

To control access to the labs they are locked and can only be accessed by an access card with appropriate security access.

The following guidelines are for users of the Biohazard 2 laboratory (wet lab) facility. Read the Queen's University Bio hazards Safety Manual. A copy of this manual is posted on the board next to the Bio hazard laboratory or can be obtained from the Queen's Environmental Health and Safety web site at <http://www.safety.queensu.ca/>

Ensure that you have the appropriate vaccinations prior to entering the lab. Please refer to the Queen's Environmental Health and Safety web site at <http://www.safety.queensu.ca/> for details

Wear a lab coat or scrubs. Remove them before entering a cafeteria or any other rooms used for the handling or consumption of food.

Eating, drinking, or the application of makeup in the lab is strictly forbidden.

Closed shoes only.

Horseplay or pranks are forbidden.

All work areas shall be kept clean and free from obstruction. Access to exits, emergency equipment, controls and such should never be blocked.

Mouth pipetting is forbidden.

Remove and dispose of gloves before leaving the lab. If necessary, one glove can be kept on so that the ungloved hand is used to open doors or operate an instrument.

Safety eye wear is to be worn while working in a splash environment.

Always wash hands with soap and water before leaving the lab even if you have been wearing gloves.

Disinfect area when bio hazard procedure is finished with 10% chlorine bleach in the spray bottle and then clean the area with Lysol.

Immediately report all accidents to the HMRC safety officer, Leone Ploeg, regardless of severity.

Visitors to the lab must have appropriated safety training and must adhere to all safety rules.

Sharps Disposal

Sharp objects of any kind must only be discarded in approved sharps disposal container.

Lab Waste Disposal

Please don't use the biohazard pails for non-contaminated items.

No blood-soiled waste (animal or human) in grey basket. All animal or human BLOOD-SOILED WASTE must be disposed of in the yellow biohazard pails.

Before the pail leaves the room, it must be sealed by fastening and taping the lid. When filling the pail, please ensure that the waste has not spilled on the outside of the pail or lid. If the outside of the pail is contaminated, then it must be wiped with 70% ethanol or a bleach solution. The pail is to be labelled for contents (if pail is wiped with 70% ethanol or a bleach solution, please note this on the label). Please attach pre-printed pail sign (pail to be replaced).

When clean and labelled, call environmental services at x 2309 for pick up and ask for a replacement pail. Place pail outside lab. Do not block hallways or doorways.

Linens

Used drapes, lab coats and surgical gowns go in the white laundry bag hanging on the coat rack. Call environmental services for pick-up at x 4043, list what replacement linens are needed and ask for a laundry bag. Place laundry bag out by blue doors.

Project Supplies

Prior to starting your project, ensure that you have ordered the supplies that you will require. If you use up the current supplies in this room, please notify your supervisor to make arrangements to replace them.

Hazardous Materials

If hazardous materials are to be shipped, you must contact Leone at ext. 2356. All non-printed materials (fluids, specimens packed in dry ice) must be labelled accordingly. Please see Leone for the information required on the labels.

Lab Safety

Please read the HMRC Biohazards Safety Manual. A Copy of this manual is posted on the board next to the Bio hazard laboratory or can be obtained from the Queen's Environmental Health and Safety web site at <http://www.safety.queensu.ca>

Chemicals

Please refer to your WHMIS Pocket Dictionary for more details.

All chemicals with old expiry dates must be disposed of in accordance with regulations with Queen's University procedures.

Before using a chemical, familiarize yourself with its properties and correct handling procedures according to the Material Safety Data Sheet (MSDS).found in the envelope/binder outside the lab door

The university arranges pickup of chemical waste. Procedures, location, and schedules are described at <http://www.safety.queensu.ca/safety/policy/eh&s/waste.htm>

If you require access to a lab in the Centre after hours, please let Carolyn know. If you require access on a regular basis, please contact Carolyn and arrange for your access card to be programmed to the appropriate doors. A \$10.00 charge is required for all replacement cards.

Material Safety Data Sheets- MSDS

HMRC is required to keep Material Safety Data Sheets (MSDS) of all hazardous products used in the lab, in a place where workers can find them and read them. MSDS tells you about the hazards of a product, how to use it safely, and what to do if there is an emergency. Suppliers are required to provide MSDS with controlled products. Please ensure that all products have a Material Safety Data Sheet placed outside the lab in the MSDS envelope/binder. It is up to the employee/student to read and follow the instructions on the MSDS.

Equipment

Get proper instruction before using any equipment/instrumentation. Notify the principle investigator or supervisor if you encounter any problem with equipment, report it to Leone Ploeg or your supervisor, and leave a note on the equipment to warn other users.

Be aware of the location of the nearest fire extinguisher; eye wash station, emergency shower, and first aid kit. These will have been pointed out in your tour with Carolyn Heymans.

Avoid working alone after regular hours. If you must in the lab, use the buddy system or inform KGH Security at x 4218 and let them know you are alone. This is Queen's Health and Safety policy.

Students are required to complete the Student/Worker Orientation Checklist form, which includes the signature of your supervisor. This form can be accessed at <http://www.safety.queensu.ca/biocom/forms/lsccheck.pdf>

Fire Procedures

In Case of Fire

Shout "Code Red" to alert anyone nearby

If you are working in a lab and cannot put the fire out, leave the lab, closing the door behind you.

Alert staff , include location of the fire and pull fire alarm

Call KGH 4444 notify them of "Code Red" and area (Angada 1)

Exit HMRC and proceed to Jimmie's chip truck and wait for all clear from HMRC supervisor

In case of a fire alarm

Listen for location of fire, if it is in the HMRC area you should cap all bottles of media, cells, etc. if working with biohazardous materials and leave the laboratory, closing the door behind you.

Proceed to nearest exit.

Go to Jimmie's chip truck and wait for all clear from HMRC supervisor.

If it is NOT in your area, remain in HMRC area, Do **not** go through any closed fire doors.

