CLINICAL RESEARCH AT KINGSTON GENERAL HOSPITAL OR HOTEL DIEU HOSPITAL

STEPS TO ACCESSING FACILITIES

There are many steps required to gain access to either the W.J. Henderson Centre for Patient Oriented Research (WJHCPOR) on Connell 4 at the Kingston General Hospital site or the CNS Research Facility on Centenary 1 at the Hotel Dieu Hospital site. There is a wealth of good information available at https://kingstonhsc.ca/research, however it is sometimes overwhelming to navigate through the process.

Before getting started it is important to note that your supervisor needs to be a clinician with a hospital appointment or your lab needs to be in a collaboration with a clinician with a hospital appointment. You will require a hospital based clinician to sponsor your application. This document has been created to assist with the process. Any questions pertaining to access should be directed to:

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(613) 549-6666, ext. 8164
Research Operations Assistant, Kingston General Health Research Institute
Kingston Health Science Centre-Kingston General Hospital Site

1. Visit https://kingstonhsc.ca/research and go to For Researchers, Staff and Trainees. Obtain a research hospital appointments for Queen`s Faculty (non-clinician), staff, students & trainees conducting research in a hospital setting.

2. Once you receive your RHA approval letter got to KHSC-KGH Site Security on Dietary 1 to have your photo taken for a security badge (instructions for getting the photo is in the approval letter)

3. Contact Lisa for CITI Training.
    You should select one of the three hospitals sites in the CITI online training before you do any modules. The Centre for Neuroscience Studies recommends that you select all three hospitals before doing any of the CITI training. If you do not select all three hospital sites and you then need access to an additional site, you will be required to send your certification to the additional site. Your certificate is good for all 3 sites.
    - Responsible Conduct of Research
    - Privacy and Security Course

4. Complete WJHCPOR General Orientation training with Lisa McAvoy. This will involve reviewing relevant SOP's as well as in-class or virtual training.

5. Complete the CARF (Computer Access Request Form) in order to get a KGHS email to complete the emergency code training required by the WJHCPOR.
    https://kingstonhsc.ca/sites/default/files/uploads/computer_access_request_form.pdf

6. Complete TCPS-2 Core Training https://tcps2core.ca/welcome

7. Contact Walsh and Associates for medical surveillance https://walshandassociates.ca/ Walsh and Associates will complete the required steps and bill back to your supervisor.

8. Completion of a TRAQ DSS

9. Request Keys from Kelly Moore at [kmm@queensu.ca.](mailto:kmm@queensu.ca) Keys can only be requested once you have completed all other requirements for access.