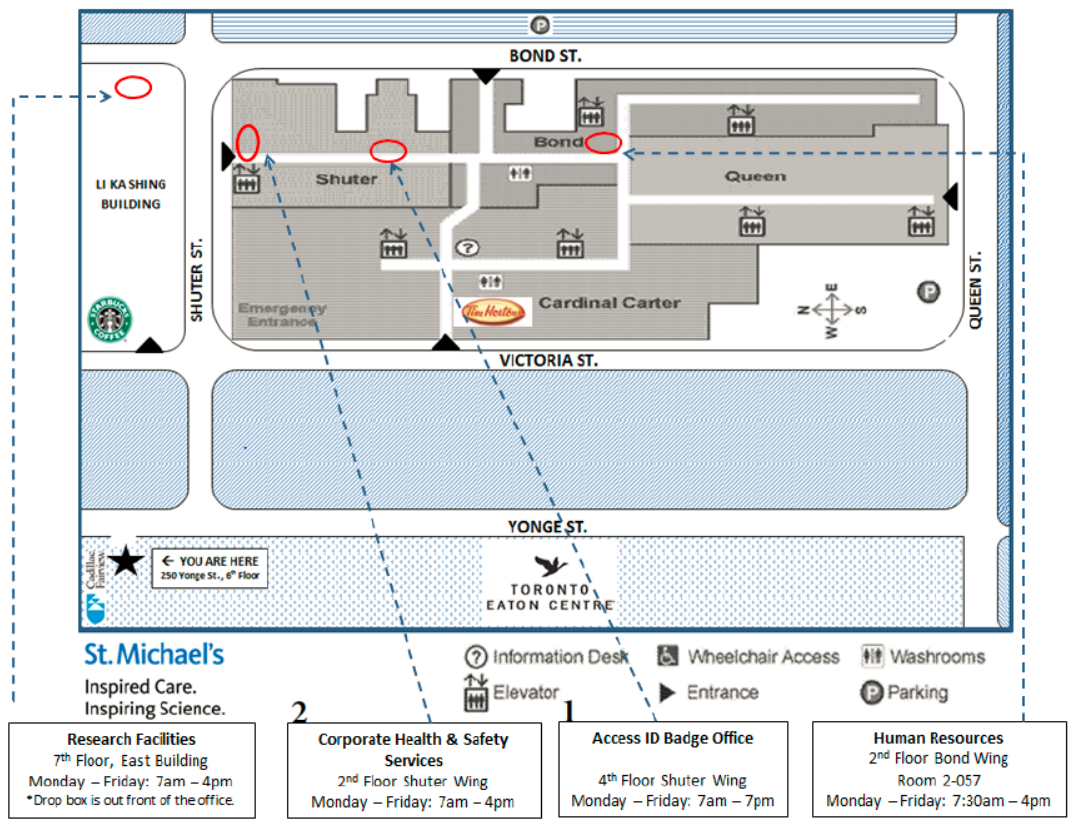
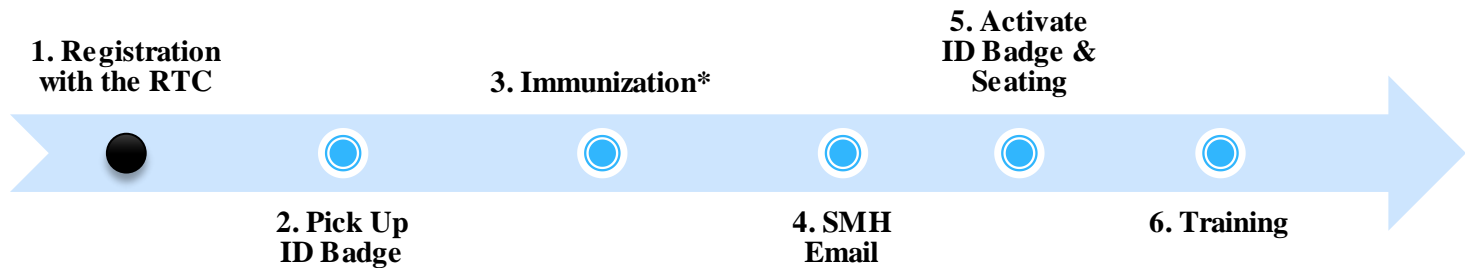


Welcome to the Keenan Research Center/ Li Ka Shing Knowledge Institute of the St Michael's Hospital! The Research Institute at St. Michael's Hospital is comprised of the Keenan Research Centre for Basic Science (KRCBS) and the Li Ka Shing Knowledge Institute (LKSKI). The Research Training Center of the St Michael's Hospital is tasked with managing all issues concerning research trainees. Our mandate is to The RTC seeks to provide a stimulating research training program and to create a nationally and internationally recognized training environment for future scientists. By bringing together expertise in translational scientific and applied health services research, the RTC works with trainees and the broader research community to support and advance their research training experiences.

A detailed orientation document will be emailed to you after registration. This document will guide you through the first steps you require to register and begin life as a graduate student.



## 1. ~~Registration with the RTC~~

Submit completed paperwork to Kristine, RTC coordinator.

## 2. ID Badge

After your ORA registration, please pick up your ID badge from the main hospital.

**Where:** 4th Floor, Shuter Wing (inside main hospital), Monday to Friday 7am to 7pm, (416) 864-6060 x 6166

**What to bring with you:** you will need to show two pieces of government issued ID to obtain your badge.

## 3. Immunization

If you will be conducting clinical activities (i.e patient contact or exposure to human blood), please visit Corporate Health and Safety with your immunization forms. Skip this step if you will not be conducting clinical activities.

**Where:** 2-053 Shuter Wing (inside main hospital), Monday - Friday 7am to 4pm, (416)-864-5013.

**What to bring with you:** completed immunization forms from your student package (*Corporate Health & Safety Services Health Questionnaire, Staff Immunization and Surveillance Record, N95 Respirator Medical Questionnaire – Staff, and Fit-Test Worksheet*).

## 4. SMH Email

Fifteen minutes after receiving your ID Badge, IT creates an email for the individual. The "User" can only access their email account after they complete this initial log-in process. They should have their ID Badge with them as their initial log-in requires the Barcode "User" Number. The initial log-in process should be done on a SMH computer but if using a personal computer, type owa.smh.ca in the address bar of the browser and then follow the instructions below.

### **Username**

Provided during registration

### **Password**

Provided during registration

### **Wireless**

Provided during registration

### **Having Difficulties?**

For email or technical assistance, contact the HelpDesk at 416 864-6060 x5751 and have your Barcode Number ready when you call.

## 5. Badge Activation and Seating

The badge activation process is different for dry bench/clinical research trainees and wet bench/experimental research trainees. Please follow the steps below for your respective type of research.

### Dry Bench/Clinical Research/LKS Trainees

- A. After you've picked up your badge and activated your email (step 2 and step 4): You can register your badge online after you set up your SMH email:  
<http://www.rfbms.com/Home/AccessRequests.aspx>. This form will give you access to 250 Yonge St, 193 Yonge St, and Li Ka Shing (excluding laboratory access).
- B. If you require access to non-research areas (main hospital, 80 Bond St, 2 Queen St, 61 Queen St), fill out the barcode form (same from you showed at the ID badge office to pick up your badge) and submit it to the security window on the first floor of the Cardinal Carter Wing of the main hospital.
- C. Seating arrangements will be organized by your supervisor.

### Wet Bench/Experimental Research/KRC Trainees

- A. After you've picked up your badge and activated your email (step 2 and step 4): You can register your badge online after you set up your SMH email:  
<http://www.rfbms.com/Home/AccessRequests.aspx>. Use this link for **general research areas** [Li Ka Shing (your lab area, common core facility areas), 250 Yonge St, 193 Yonge St]. From the link, select LKSKI miscellaneous from the access request drop-down menu.
- B. Access request at KRC

Additional access requests for KRC trainees are done through the online link in step A.

- **Graduate seating area:** Trainees first must request a seat by emailing Christina Ting (tingC@smh.ca). Once she responds and assigned a seat, you have to submit and request for access to the room Christina identified for them. The authorizing person is Christina Ting, who should be indicated as a temporary authorizing supervisor on the online form.
- **Specialized research areas:** e.g. tissue culture, vivarium, bioimaging. Use of these areas requires training done by the core facility. Equipment in these areas cannot be used without proper training and authorization.

Visit: <http://www.rfbms.com/Home/UpcomingEvents.aspx> to register for a training session.

### **Having difficulties?**

Your badge will take 24-48 hours to be activated. If your badge is not working: please contact your supervisor to confirm that they have approved the request. If your supervisor has approved your request, and your badge is not working, please contact: [researchfacilities@smh.ca](mailto:researchfacilities@smh.ca).

## 6. Training

- **For training courses A – D please visit:**  
<http://stmichaelshospitalresearch.ca/staff-services/research-facilities/education-training/safety-training/>

- Please complete training G-J if you will be conducting human research activities:  
<http://stmichaelshospitalresearch.ca/staff-services/research-ethics/research-ethics-board/research-training/>
- Courses A – C will need to be completed on an annual basis. If you have attended the in person biosafety training (course D) this year, you do not have to do courses A-C until the following year. All trainees in experimental research are required the biosafety in person training during their first three months at St. Michael's Hospital.

Courses	Description	Wet /Experimental Research	Dry/ Clinical Research
<b>A. Fire Safety and Security*</b>	If you will be attending an in-person biosafety session (course E), this training is not required. Please note: the online module is designed for your annual refresher training.	✓	✓
<b>B. WHMIS (chemical safety)*</b>	If you will be attending an in-person biosafety session (course E), this training is not required. Please note: the online module is designed for your annual refresher training.	✓	✓
<b>C. Biosafety Online Training*</b>	If you will be attending an in-person biosafety session (course E), this training is not required. Please note: the online module is designed for your annual refresher training.	✓	Biosafety for Clinical Researchers
<b>D. Biosafety In-Person Training</b>	Please contact Steven Hayes ( <a href="mailto:hayesS@smh.ca">hayesS@smh.ca</a> ) to book your session. This training must be completed within the first three months of starting work. This session will cover the online course modules (A-C) listed in this table – if you will be attending this session, you do not need to complete courses A-C online. <ul style="list-style-type: none"> <li>• Required for wet/experimental research trainees.</li> <li>• Required for dry/clinical research trainees who will be handling human specimens or undertaking lab work.</li> </ul>	✓	if applicable
<b>F. Good Clinical Practice (GCP)</b>	If you are involved in conducting human research activities at Providence St. Joseph's and St. Michael's Healthcare (i.e., any involvement at a site, on behalf of a site, with site participants/ charts/ identifiable data, etc.). GCP training is not required for retrospective studies without participant contact. This training is required to be completed every 2 years if applicable.	if applicable	if applicable
<b>G. Tri-Council Policy Statement 2 (TCPS2)</b>	If you are involved in conducting human research activities at Providence St. Joseph's and St. Michael's Healthcare (i.e., any involvement at a site, on behalf of a site, with site participants/ charts/ identifiable data, etc.)	if applicable	✓
<b>H. Health Canada Division 5-Drugs for Clinical Trials Involving Human Subjects (Division 5)</b>	Drugs training is mandatory for all research staff conducting a Health Canada regulated clinical drug trial. This training is required to be completed every 2 years.	if applicable	if applicable
<b>I. Responsible Conduct of Research (RCR)</b>	This course is not mandatory however it is highly recommended for anyone involved in research	Optional	Optional