

Getting Started

Off-Site Research Volunteers/Visitors

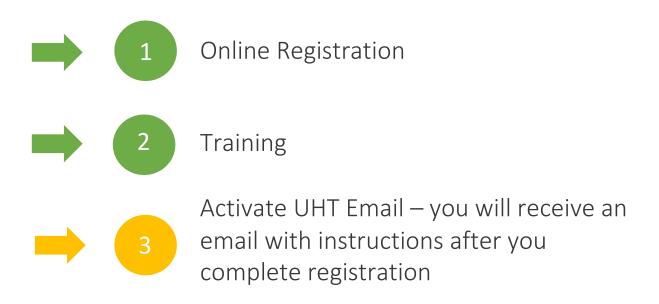


Who are Research Volunteers? Individuals, including students, who apply to a Supervisor at the hospital to volunteer their time for a hospital-based research project or program. Students who are in a placement at the hospital for academic credit or under an approved placement program are not considered Research Volunteers.

Who are Research Visitors? Visiting scientists or visiting students, including internationals, who come to the Hospital to further their own or their supervisor's research projects. Research visitors can also be visiting staff (employees) who are part of an active collaboration with a St. Michael's Researcher.

Age requirement: Research Volunteers must be at least 18 years of age. Exceptions may be made for 16 and 17-year-old Research Volunteers if parental consent is provided and approval by both Director of Research Operations and, if in the lab, approval must be also obtained from the Director of Research Facilities is provided. If your volunteer is less than 18 years of age, please contact Research Employment Coordinator (contact info below) in advance of starting the registration process.

Steps: Research Volunteer/Visitor Registration



Part 1: Online Registration

Create an Account

Visit https://students.unityhealth.to/public/login to get started! Please note that the term 'student' is set in the system. If you're not a student, this language still applies if you're a volunteer.

Scroll down to *New Student? Register here!* and click on register. Make sure to register using your personal or University email (do not use your Unity Health Toronto email!).

Verify your email address: check your inbox for a verification link.

Fill in your <u>basic information</u>, <u>local address</u>, <u>emergency contact</u> and click on agree after you have read the code of conduct and privacy and confidentiality agreement.

Click on MY PLACEMENTS on the left menu. Click on create placement at the top of the page.

Please note once you click submit; you will not be able to edit any of the information in this section.

Modify Site/Student Type

My Placements

Select research. Code of conduct policy schedule A will appear, select Agree. Review the privacy and confidentiality agreement and select Agree.

For research title, select Research Volunteer.

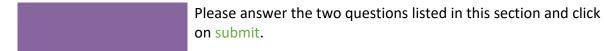
Supervisor Details

Fill in your Unity Health supervisor's details (name and email). If you have a research program manager, please fill in their details as well (name and email).

Placement Information

Fill in your start and estimated end date (please check with your supervisor prior to filling in these dates.

Placement Conflicts of Interest



My Requirements Click on MY REQUIREMENTS in the left navigation menu. Please complete the following courses:

Unity Health Courses:

- a. Research Privacy Training
- b. WHMIS
- c. Workplace Violence
- d. AODA Customer Service and Integrated Accessibility Standards
- e. Hand Hygiene
- f. Worker Health and Safety

My St. Michael's Courses:

h. Fire and Safety

Part 2: Complete your Registration

Please email the following to <u>Dalbir.Singh@unityhealth.to</u> (Research Employment Coordinator):

- PI package of forms (must be signed by both PI and volunteer) –
 http://stmichaelshospitalresearch.ca/wp-content/uploads/2021/08/Research-Volunteer-Visitor-Off-Site-Forms-for-PI-Aug2021.pdf
- Resume/CV
- Photocopy of 2 pieces of government-issued ID (see below for acceptable ID).
- Proof of confirmation of COVID vaccinations (two doses) must be sent in a separate email to CChecksResearch@smh.ca with the following subject line: Vax Confirmation - Last name, First name - Volunteer/ Visitor - PI's name

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

- Birth Certificate issued by a Canadian Province orTerritory
- · Canadian Certificate of Birth Abroad
- · Certificate of Canadian Citizenship
- Canadian Certificate of Indianor Metis Status
- · CANPASS
- · Citizenship Identification Card
- Driver's Licence
- · Firearm Registration Licence
- Certification of Naturalization
- Nexus
- A valid Passport issued bya foreign jurisdiction
- · Canadian Passport
- Confirmation of PermanentResident (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

Secondary Identity Documents

- · 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 forthe Blind) Photo Registration Card
- · Canadian Police Force Identification Card
- · Canadian Student Authorization
- Certificate issued by a government ministry or agency
- Current Employee Card froma Sponsoring Organization
- · Federal, Provincial, or Municipal EmployeeCard
- · 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 12months.
- Old Age Security Card
- Ontario Ministry of NaturalResources
 Outdoors Card
- Current Registration Document from theCollege of a Health Profession
- Current Professional Association
 Licence/Membership Card for any Regulated
 Health Profession
- Record of Landing (IMM 1000)
- · Student Identification Card
- · Union Card
- · Blind Persons Right Act ID Card