

# 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

-   Online Registration
-   Training
-   Activate UHT Email – you will receive an email with instructions after you complete 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 [basic information](#), [local address](#), [emergency contact](#) and click on **agree** after you have read the code of conduct and privacy and confidentiality agreement.

## My Placements

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

Select  ,  or  . Under **student type**, 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

Please answer the two questions listed in this section and click on [submit](#).

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

My  
Requirements

## Part 2: Complete your Registration

Please email the following to [Dalbir.Singh@unityhealth.to](mailto:Dalbir.Singh@unityhealth.to) (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](mailto: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 or Territory
- Canadian Certificate of Birth Abroad
- Certificate of Canadian Citizenship
- Canadian Certificate of Indian or Metis Status
- CANPASS
- Citizenship Identification Card
- Driver's Licence
- Firearm Registration Licence
- Certification of Naturalization
- Nexus
- A valid Passport issued by a foreign jurisdiction
- Canadian Passport
- Confirmation of Permanent Resident (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 for the Blind) Photo Registration Card
- Canadian Police Force Identification Card
- Canadian Student Authorization
- Certificate issued by a government ministry or agency
- Current Employee Card from a Sponsoring Organization
- Federal, Provincial, or Municipal Employee Card
- 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 12 months.
- Old Age Security Card
- Ontario Ministry of Natural Resources Outdoors Card
- Current Registration Document from the College 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