Clinical Research at Kingston General Hospital or Hotel Dieu Hospital

Steps to Accessing Facilities

There are many steps required to gain access to either Kingston General Hospital Connell 4 Research Institute or Hotel Dieu Hospital Centenary 1 Research Facility. 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 collaboration with a clinician with a hospital appointment. This is the case as 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. 3344
Clinical Research Liaison Officer
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. Go to KGH Security to have your photo taken for a security badge

3. Contact Lisa for CITI Training. You should select all three hospitals in the CITI online training before you do any modules. You are encouraged to select all three hospitals as the training is the same but in doing it all at once it will be valid for all sites.
   - Responsible Conduct of Research
   - Privacy and Security Course

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

5. Complete the CARF (Computer Access Request Form)

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

7. Complete training with Lisa McAvoy. This will involve reviewing relevant SOP’s as well as in-class training
8. Completion of a TRAQ DSS

9. Request Keys from Kelly Moore at kmm@queensu.ca

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