



Hamilton
Health
Sciences

Research at HHSC



Vision Statement

To form a coherent Research Institute that consistently ranks at the top three level of all research hospitals in Canada.

AT A GLANCE

Our Research Impact

TOP 7

Canada's Top 40
Research Hospitals 8
years running

\$138M

In Research Spending
in FY 2021/ 22

1600

Global host sites
conducting our
research trials

500+

Researchers

900+

Research Staff

2300+

Member Investigators,
Research Staff &
Trainees



Snapshot of Volumes

- Almost 200,000 emergency department visits
- 38,000+ surgeries
- Over 7,000 babies delivered
- Almost 600,000 clinic visits





Dr. Marc Jeschke
VP, Research and
Chief Scientific Officer

JOINT RESEARCH INSTITUTES & CENTRES



Dr. Salim Yusuf



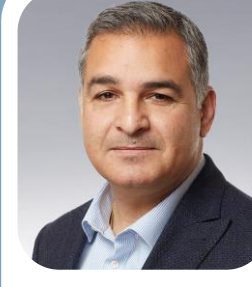
Dr. Jeff Weitz



Dr. Greg Pond



**Dr. Alexandra
Papaioannou**



**Dr. Stelios
Georgiades**

Capabilities from Discovery to Patients



BASIC RESEARCH

CLINICAL STUDIES

TRANSLATIONAL OUTCOMES





Research Administration: Research Hiring Operations & Process

Research Compliance and Support Services (RCSS): Who We Are

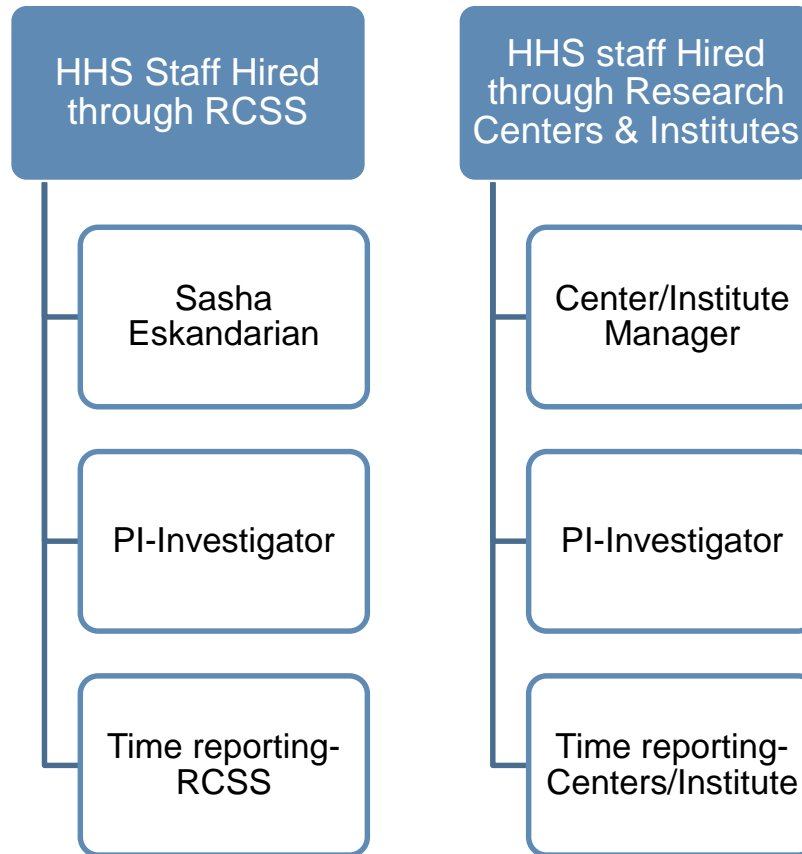


Research Hiring Operations & Process

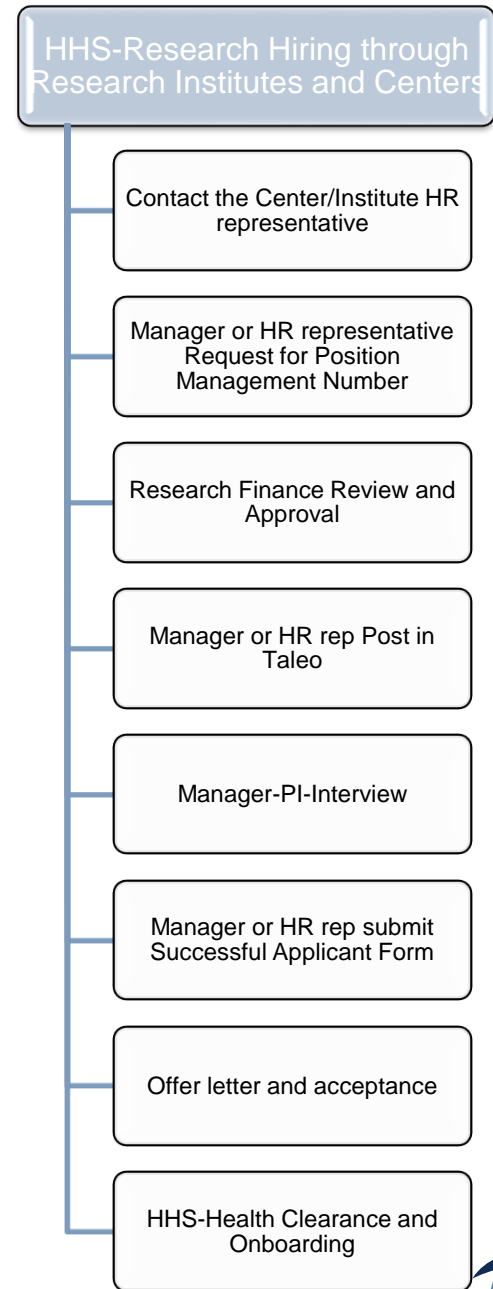
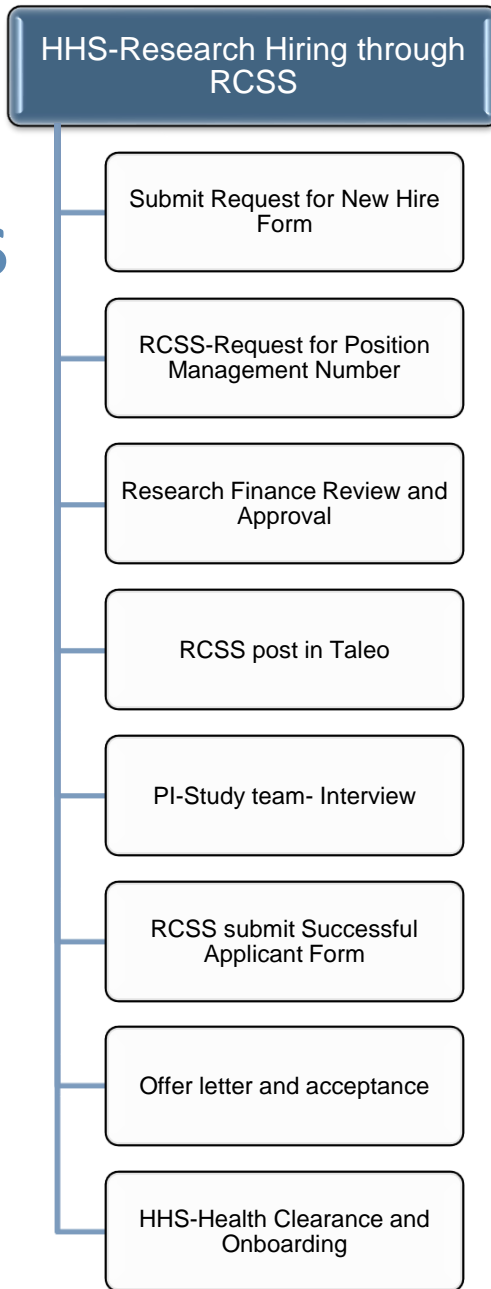
- ▶ **Hiring Process**
- ▶ **Hiring Scope, Reporting Structure, Payroll & Onboarding**
- ▶ **Positions and Salary Scale**
- ▶ **Training & HHS myLearning**
- ▶ **Onboarding & ongoing support (webinars/meetings)**



Research Hiring Reporting Structure



Research Hiring Process Through RCSS and other Institute & Centers



HHSC- General Research HR Hiring Process



- A**
- Hiring Manager/Investigator identify the need.
 - Consult with HR representative to identify appropriate position. Job Description, Salary and Step to be discussed. A job evaluation may be required if a position does not exist at HHSC.
 - Submit "Request for New Hire Form". Work can not be performed until staff are fully on boarded.

- B**
- Appropriate Cost Centre and payroll research account is required.
 - Request for a Position number. 1-3 days

- C**
- Submit requisition in Taleo recruitment system. Requires Finance approval.
 - Posting/interview/reference check. Positions will be posted for 7 days. 1.5-2 weeks

- D**
- Identify candidate. Submit "Successful Applicant Form". Offer letter by HR 3-4 days. *Note: HHSC staff cannot hold two positions concurrently, e.g. part time positions cannot be offered to HHSC staff. If candidate is internal staff, transfer letter with agreeable transfer date will be used instead of offer letter.*

- E**
- Health Clearance by Employee Health Services. 3 weeks **** Prerequisite to start date****
 - On boarding, request computer and system access.

- Start Date**
- Employee is authorized to start her/his position.



HHS HR – Basic Guidelines

- ▶ HHS employees may not hold more than one position at HHS.
- ▶ Individuals performing research work must be on-boarded as research employees via the standard HHS hiring process and paid through payroll (i.e. we cannot pay a lump sum for work submitted by invoice).
- ▶ Individuals performing research work must complete the on-boarding process before submitting hours (i.e. we cannot process hours worked retrospectively).
- ▶ All temporary research positions are subject to the same hiring procedures as other HHS staff (i.e. employee health clearance, corporate orientation, WHMIS and fire safety training, research specific training, etc.).
- ▶ Consult with HR before engaging with someone to help support a research project.



Hiring Scope, Reporting Structure, Payroll & Onboarding

▶ **Scope of Hiring**

- The Research Administration office supports research hiring for investigators who are unable to be direct reporting managers in the HHS HR system, as well as for research teams who are not a part of the larger research centres (i.e. PHRI, JCC, etc.).

▶ **Reporting Structure**

- Research employees hired through the Research Admin office report to Sasha Eskandarian as the HR reporting manager, but the investigator/research team manages the operational oversight and day to day activities.

▶ **Payroll**

- All HHS employee report their work hours to a time administrator on a regular basis.
- Employees reporting to Sasha Eskandarian submit their timesheets on a bi-weekly basis to Research Administration Payroll (RAP@hhsc.ca) with a copy to their direct research supervisors.
- Research investigators/supervisors do not need to approve each timesheet, but we require research staff to copy them on timesheet submissions so there is oversight.

▶ **Onboarding, Extensions, Terminations**

- The Research Compliance and Support Services team (RCSS) will support with various onboarding activities after an employee is hired (i.e. ID badge, computer access, orientation, training, etc.).
- The team will process extensions and terminations as needed.



Employment Status – Position Type

- ▶ **Temporary:** Working full-time or part-time for a specific period. Receives 13% in lieu of benefits, or 9% if already a member of HOOPP, and percentage payout in lieu of vacation time based on gross earnings per pay period.
- ▶ **Casual:** Part-Time with no specific scheduled hours for a specified period. Receives 13% in lieu of benefits, or 9% if already a member of HOOPP, and percentage payout in lieu of vacation time based on gross earnings per pay period.
- ▶ **Regular Part-Time (≤ 20 hr/week):** Working less than 20 hours/week. Receives 13% in lieu of benefits, or 9% if already a member of HOOPP, and percentage payout in lieu of vacation time based on gross earnings per pay period.
- ▶ **Regular Full or Part-Time (≥ 20 hr/week):** Working 20 hours/week or more. Receives part-time benefits.
- ▶ **Regular Full-Time:** Permanent employee working 37.5 hours per week. Receives full-time benefits.



Corporate Training

- ▶ There are standard mandatory corporate courses that all HHS employees are required to complete.
- ▶ New hires are automatically assigned the corporate courses in myLearning:
 - WHMIS
 - Codes Red & Green
 - Prevention & Management of Workplace Violence
 - Privacy Review
 - An Overview of the Accessibility for Ontarians with Disabilities Act (AODA)
 - FIPPA What Is It & How Does it Affect Me?
 - Infection Control - Hand Hygiene
 - Asbestos Education Module
 - Occupational Health & Safety Awareness
 - Occurrence Reporting 1 & 2
 - Values Based Code of Conduct (VBCC)



Harmonized Research Training Framework and Requirements

The table below outlines Harmonized Research Specific Training. This research training is required in addition to the Institutional and corporate mandatory Training courses.

Type of Study*	Required Training	Duration
Clinical studies that require approval from a research ethics board and require the use of patient chart(s) and/or identifiable information	<ul style="list-style-type: none"> • CITI-ICH GCP • HiREB Chart Review Tutorial 	<ul style="list-style-type: none"> • Every three (3) years • One time
Clinical studies that require approval from a research ethics board and are a Health Canada regulated drug trial	<ul style="list-style-type: none"> • CITI-ICH GCP • CITI-Health Canada Division 5 • HiREB Chart Review Tutorial 	<ul style="list-style-type: none"> • Every three (3) years • Every three (3) years • One time
Retrospective studies not involving human subjects	<ul style="list-style-type: none"> • HiREB Chart Review Tutorial 	<ul style="list-style-type: none"> • One time
Studies involving humans sponsored by any of the Tri-Council Agencies of Canada (CIHR, NSERC, SSHRC)	<ul style="list-style-type: none"> • Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2) 	<ul style="list-style-type: none"> • One time
Laboratory-based procedures conducted in the wet labs. This list is a minimum, other department specific training may be required.	<ul style="list-style-type: none"> • CITI-ICH GCP • PHAC Laboratory and Biosafety Training 	<ul style="list-style-type: none"> • Every three (3) years • Course specific
Those working in the wet labs or packing/receiving samples in dry ice	<ul style="list-style-type: none"> • CITI-Transportation of Dangerous Goods/International Air Transport Association training (TDG/IATA) 	<ul style="list-style-type: none"> • Every two (2) years

*Should research studies fall under more than one of the categories listed, both categories' required training must be completed.

Research Training - myLearning

- ▶ The RCSS and myLearning teams have implemented a “Research Program” in the myLearning system which triggers research staff to complete research specific training.
- ▶ The courses are designed as course shells so that end users can upload training certificates to the myLearning system.
- ▶ Employees who have already completed the training can simply upload their existing certificates, and staff who have yet to complete the training can do so and then upload.
- ▶ The program includes 7 courses. The first 3 are required for all HHS research staff. The remaining 4 courses are optional depending on the type of research being conducted.

Course Name:	Required:	Access in myLearning:
1. CITI-ICH GCP	Yes	Automatically applied by LMS
2. CITI-Privacy	Yes	Automatically applied by LMS
3. CITI-Health Canada Division 5	Yes	Automatically applied by LMS
4. CITI-Transportation of Dangerous Goods/International Air Transport Association Training (TDG/IATA)	Study specific	Users to add from course catalogue
5. <u>HiREB</u> Chart Review Tutorial	Study specific	Users to add from course catalogue
6. Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2)	Study specific	Users to add from course catalogue
7. PHAC Laboratory and Biosafety Training	Study specific	Users to add from course catalogue



HHS-Virtual New Employee Orientation

- ▶ This orientation module welcomes all new staff to HHS and introduces new employees to the values and culture of the organization, who we are, and where we are going.
- ▶ New hires are automatically assigned the Virtual NEO in myLearning.
- ▶ It is highly recommended that orientation take place at least one week after the employee's start date to ensure access to online learning (myLearning) is in place.
- ▶ [HHS HUB – New Employee Orientation](#)
- ▶ [New Employee Orientation During COVID-19 Pandemic](#)



HHS-Research Employee Orientation & Handbook

- ▶ Research Administration has initiated a new virtual orientation and onboarding program to help guide new staff and collaborators with an overview of the research framework, providing an overall guide to Hamilton Health Sciences and Research Administration.
- ▶ Research Administration has also developed a Research Employee Handbook for new research employees to use as a reference, and help to guide them through a variety of onboarding activities.
- ▶ [New HHS Research Employee Handbook](#)



HHS Research Employee Handbook

Version: June 2022



Research HUB & SharePoint

- Research Community and Research Connect webinars, as well as monthly Research Resource Connect meetings
- Research Registries
- HHS Hub & SharePoint

- [Research Administration SharePoint](#)
- [HHS-HUB-Research](#)

The screenshot shows the top navigation bar of the HHS Hub website. The main navigation includes: HHS hub, News & Events, Your HHS, Initiatives, HHS Learn, Knowledge & Tools, and About Us. A secondary navigation bar lists various departments such as Antimicrobial Stewardship Program (ASP), Capital Finance, Clinical Informatics, Communications and Public Affairs, etc. The main content area is titled 'Research' and features a list of items including 'October is Research Awareness Month @ HHS', 'COVID-19 and VP of Research: Updates', 'HHS Research Memo Library', 'Research Webinars: News, Developments and Resources', and 'Overview'.

The screenshot displays the 'HHS-Research Administration' SharePoint page. The page header includes the Hamilton Health Sciences logo and the title 'HHS-Research Administration'. The main content area contains a welcome message, a description of the site's purpose, and a list of documents. A sidebar on the left provides navigation options like 'Home', 'Documents', and 'HHS-Research Traffic'.

Name	Modified	Modified By
HHS-COVID-19 Research Updates	July 14	Marjano vic Goran
HHS-COVID-19-Research Operations	October 9	Eskandarfan Sasha
HHS-Internal Funding Opportunities	November 12	Marjano vic Goran
HHS-Research Compliance	September 1	Eskandarfan Sasha
HHS-Research Memos	July 7	Marjano vic Goran
Research Visits-293 Wellington	November 24	Marjano vic Goran
Request for Exception from HHS Roadmap Phased Plan_FINALv2020-08-26	August 31	Marjano vic Goran
Research Administration Contact List	July 7	Marjano vic Goran



Research Compliance and Support Services (RCSS):

Where to find us?



[News & Events](#)

[Your HHS](#)

[Initiatives](#)

[HHS Learn](#)

[Knowledge & Tools](#)

[About Us](#)



[Home](#) / [Your HHS](#)

Your HHS

[Health Information Technology Services \(HITS\)](#)

[Human Resources](#)

[Health, Safety and Wellness](#)

[Classified Ads](#)

[Classified Ads at HHS](#)

[Scheduling](#)

[HHS Teams](#)

HHS Teams

[Antimicrobial Stewardship Program \(ASP\)](#)

[Clinical Informatics](#)

[Corporate Services](#)

[Dietetics](#)

[Emergency Medicine](#)

[Ethics](#)

[Genetic Counsellors](#)

[Interprofessional Practice](#)

[Kinesiology](#)

[Nursing](#)

[Occupational Therapy](#)

[Pharmacy](#)

[Physiotherapy](#)

[Psychology](#)

[Research](#)



Research Resource Connect

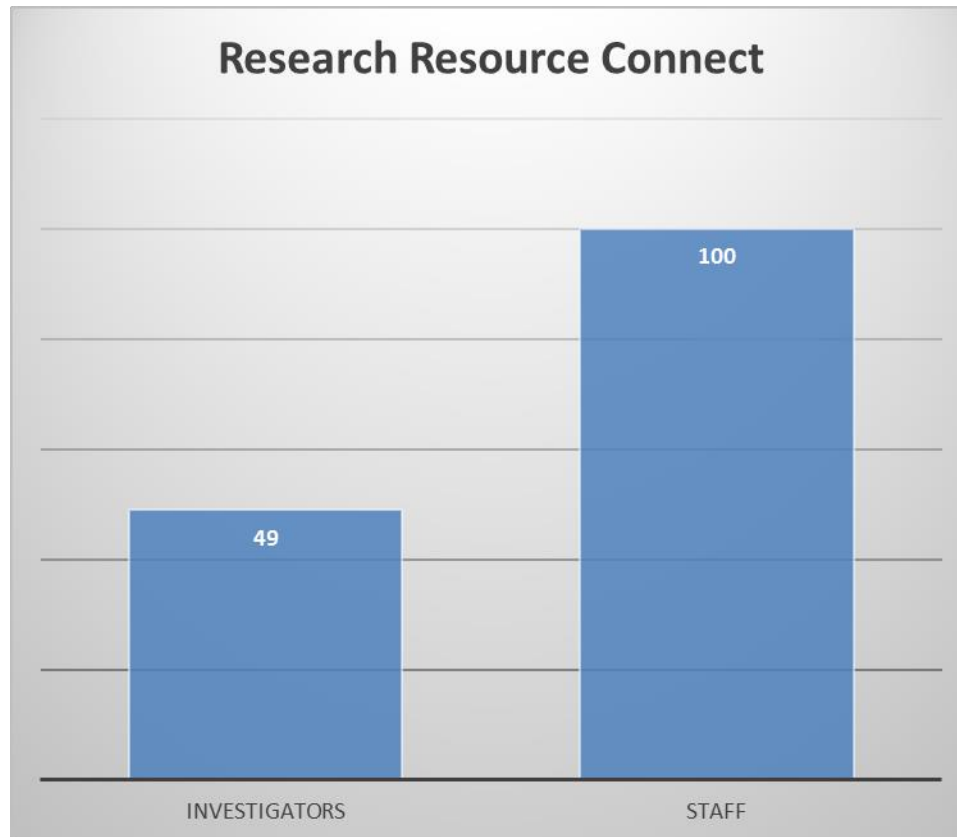
- ▶ Monthly meetings
- ▶ Space for research staff to come together to:
 - Hear updates on research operations
 - Learn about research teams
 - Explore collaborations
 - Reflect on obstacles, share learning
 - Be inspired
 - Expand knowledge



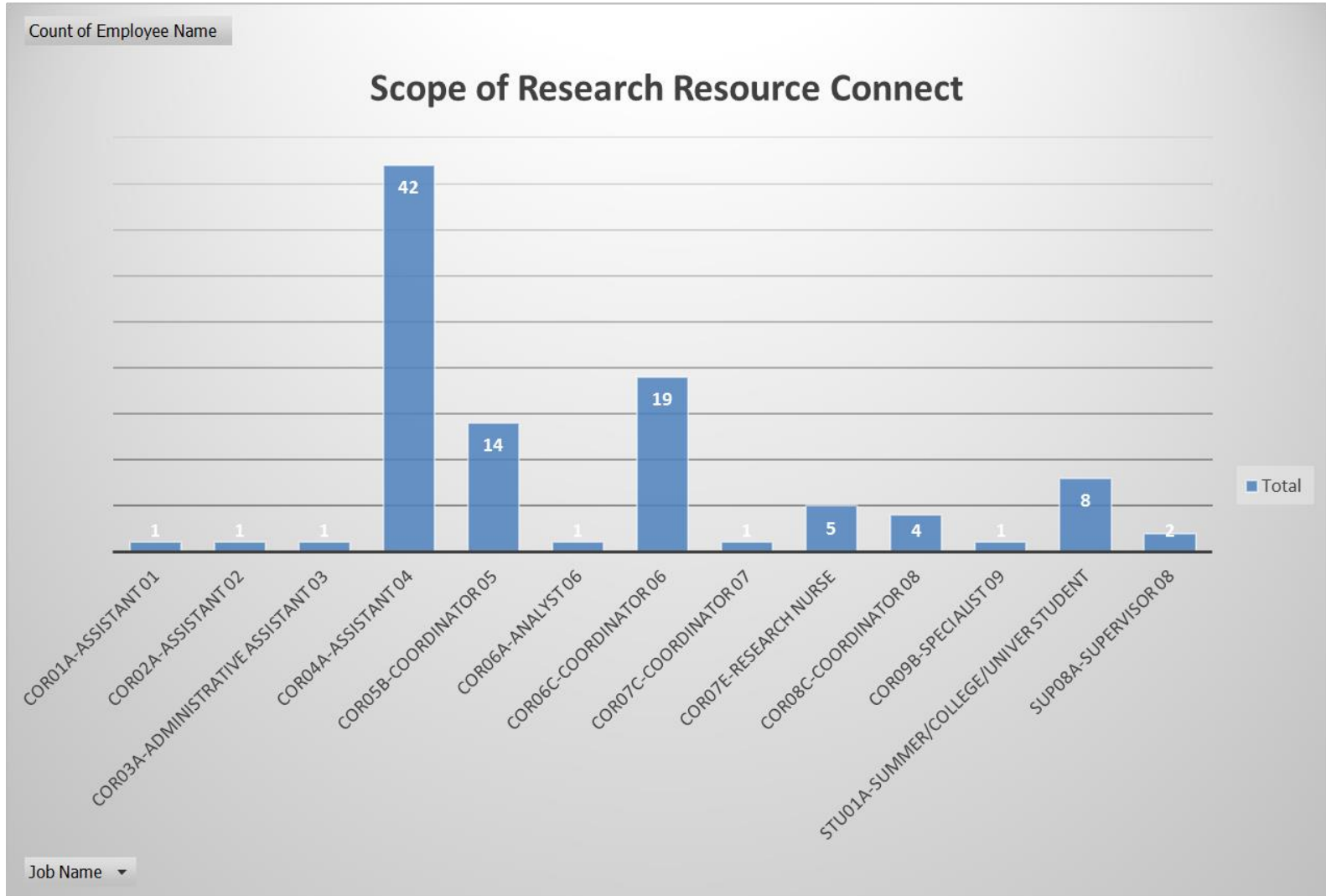
Efficiency of HR Hiring Process



Research Resource Connect



Research Resource Connect



Contact us:

- ▶ Research Compliance and Support Services General Inquiries:
 - RCSS@hhsc.ca
- ▶ Sasha Eskandarian
 - Manager, Research Compliance and Support Services
 - eskandars@hhsc.ca or 905-521-2100 ext. 74607
- ▶ Vanessa Manning
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Thank you



www.hamiltonhealthsciences.ca