MICHAEL GARRON HOSPITAL
TORONTO EAST HEALTH NETWORK

Research Project Team Members - Identifying and Credentialing Process Map

Department of Research & Innovation (DR&I)

Qualified Principal Investigator (QPI)

Research Project Team Members (RPTMs)

MGH Privacy Training for Research Personnel Module

TCPS 2: CORE TUTORIAL

RPTMs submit your certificates to your QPI

Read

Complete QPI Form Identifying/ Credentialing

QPI to submit form and all certificates to the DR&I

Onboarding department will be determined by the DR&I, see attached **Onboarding Process Map**

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Research Project Team Members - Onboarding Process Map

Department of Research & Innovation

Onboarding department will be determined by the DR&I based on the RPTM's role

- Medical Education Manager
  - Medical Students
  - Residents
  - Fellowships
- Interprofessional Practice Coordinator
  - IPP Students
- Executive Assistant to Chief Nursing Executive
  - Nursing Students
- Volunteer Services Coordinator
  - Research Volunteers
- **DR&I Coordinator**
  - Research Assistants
  - Data Abstractors
  - MGH Hired Students
  - Research Study Monitors
  - Adjunct Researchers

The DR&I will contact the correct department to complete the onboarding process

Research Project Team Members (RPTMs)

Complete Onboarding form requirements as outlined on the *Onboarding Form*

Submit form and all documentation to the DR&I

SARF submitted to ITS

- ID Badge issued via Security Office – J1 (*if coming onsite*)
- Access to Powerchart (*if* required)
  - ✓ username & password sent by email
  - ✓ training documentation provided

RPTM Onboarded