

Member List and List of Personnel On Site

Approval:	CEO and Scientific Director	Date Approved:	2015
Owner:	Facility and Operations Manager	Supersedes:	2013
Section number:	3.3	Next Scheduled Review:	2018

I Scope

1. This policy describes the information the Administrative Office collects from members of the Institute's Research Community to facilitate compliance with professional, human resource, and health and safety standards. It affects all employees of the Institute, all Members, and specifically research personnel who are located within the Institute's facilities.
2. This policy complies with the University of Manitoba (U of M) policies regarding new appointments or hiring of personnel¹, as well as the University's health and safety policies². The Institute's policies addressing new and departing personnel, as well as Membership are related to this policy (Policy Manual 2.1; 3.5).

II Definitions

Member

Members are at the core of the Institute and are appointed annually by the CEO and Scientific Director, either upon request of the prospective Member, or following an invitation from the Institute. Members are established or promising researchers affiliated with child health. They have an academic appointment at a Manitoba University and have successfully applied for Membership, which may be renewed on an annual basis.

Research Team

In this policy, the research team consists of all personnel working under a specific Member of the Institute identified as the Principal Investigator. Team members are most often paid from the Member's research program funds.

Employee

Employees of the Institute are paid from funds administered by the Children's Hospital Foundation, and work in the Management Team, Administrative Office or Clinical Research Unit.

CHRM Facilities

The Institute's Facilities are located on the 5th and 6th floor of the John Buhler Research Centre (JBRC), and include all services and equipment available to the Institute's Research Community.

Administrative Office

The Administrative Office houses the Management Team and support functions (all employees of the Institute), providing support and leadership to the Community.

On-site and Off-site

Members and their research teams operating within space assigned to them on the 5th and 6th floors JBRC (i.e., within the Institute's facilities), are considered on-site. Members and research teams whose research is based elsewhere are considered off-site.

III Rationale

The Member List and the List of Personnel on Site are separate databases that are maintained by the Institute's Administrative Office to comply with professional, human resources and health and safety regulations. This information is for Institute purposes only and is used for reference and emergency contact.

IV Policy Statement

1. All Members of the Institute are responsible for annual renewal of their Membership Agreement. This includes updating contact information and submitting a current CV, proof of professional registration, and information regarding funding, awards and publications (Policy Manual 2.1)
2. The Administrative Office will use the submitted information to maintain a Member List, which catalogs a summary of this information in a single spreadsheet.
3. Employees, Members and their Research Teams who are located on-site are responsible for submitting a completed Staff Information Form (Appendix) to the Administrative Office, and for informing the Administrative Office of any changes to this information.
4. The Administrative Office is responsible for collecting the Staff Information Forms and will use them to maintain a List of Personnel On Site.

V Procedures

1. Providing, Collecting and Maintaining Information for the Member List

- 1.1 Prior to Membership renewal in October each year, the Administrative Office sends out an Agreement that is to be signed and returned with an updated CV and proof of current professional registration, along with information about funding, awards and publications of the Member.
- 1.2 The information provided at the start of Membership and annually upon renewal is consolidated by administrative support staff into the Member List, a spreadsheet which summarizes the following information for each Member:
 - Name, Designation, Academic Department, Address, Phone and Email
 - Research Area (key words)
 - Membership Status (Terms, Activities)
 - Type of CV on file
 - Comments or Notes (e.g., PI in the Institute, out of province, board member, etc)
- 1.3 An annual revision of the list takes place when Membership Renewals are submitted to the Administrative Office.
- 1.4 The Member List shall be made available by the Administrative Office to all Members and Employees of the Institute when requested. A quarterly update of the Member List shall be published on www.chrim.ca. An annual update will be provided to the Board of Directors.
- 1.5 Employees and Members will comply with regulatory standards and regard this information as confidential and for internal purposes only.

2. Providing, Collecting, and Maintaining the List of Personnel On Site

- 2.1 When a Member and their Research Team conduct their research and/or hold offices within the Institute's facilities, they are considered "on-site" and all personnel are expected to share relevant contact information with the Administrative Office, to enable compliance with human resource as well as health and safety standards of the U of M and the Institute (Policy Manual Section 8). Contact information of new academic appointments, trainees and administrative or professional support staff, should be promptly provided to the Administrative Office, by filling out and submitting the Staff Information Form (Appendix) to the Front Desk Officer. This is normally carried out as part of the "on-boarding" procedure for new personnel (Policy Manual 3.5).
- 2.2 The Facility and Operations Manager, the Resource Manager and the Front Desk Officer will review new forms and provide required security access to the building (Policy Manual 8.2).
- 2.3 Personnel are responsible for informing the Front Desk Officer of any updates or changes to this information.
- 2.2 The Administrative Office will use this information to maintain an updated List of Personnel On Site including emergency contact information.
- 2.4 The information in this list shall be made available Members and Employees of the Institute when requested. Employees and Members will comply with regulatory standards and regard this information as confidential and for internal purposes only.

VI Responsible Office(s)

This policy is approved by the CEO and Scientific Director. The Facility and Operations Manager is responsible for its maintenance and review, with support from the Quality Coordinator.

VII References

1. U of M. Human Resources. (2013). at <http://umanitoba.ca/admin/human_resources/>
2. U of M. Health and Safety Procedure: EHSO Role. (2011). at <http://umanitoba.ca/admin/governance/governing_documents/staff/1198.html>

Appendix: Information Form for Personnel on Site

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Approval MICH CEO and Scientific Director

Signature

Terry Klassen, MD, MSc, FRCPC

Date

APR 07 2015