

## Internal Communications

Approved by:	CEO and Scientific Director	Date Approved:	2015
Owner:	Facility and Operations Manager	Supersedes:	-
Section Number:	4.2	Next Scheduled Review:	2020

### I Scope

This policy affects Members of the Children's Hospital Research Institute of Manitoba, their research teams, and the Institute's Administrative Office that supports them.

### II Definitions

#### The Children's Hospital Foundation of Manitoba (CHF)

The CHF is a charitable organization that raises funds to support medical care for children and for the advancement of knowledge in the field of pediatric medical research.

#### The Children's Hospital Research Institute of Manitoba (CHRIM, "the Institute")

The Institute was established in 2001 as the Manitoba Institute of Child Health and re-named the Children's Hospital Research Institute of Manitoba in 2015. It is the research division of the Children's Hospital Foundation, offering hope to children and their families, as researchers work toward medical breakthroughs and cures for childhood illnesses.

#### Member

Members 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, with an academic appointment at a Manitoba University. Members are considered "on-site" when they have been assigned research and/or office space on the 5<sup>th</sup> or 6<sup>th</sup> floor JBRC.

#### Research Team

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

#### Community

The Community consists of the Institute's employees, its Members and their research teams.

#### Administrative Office

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

### Internal Communications

The term “internal” refers to communications within the Institute, as well as between the Institute and its research partners, including the University of Manitoba, the Winnipeg Regional Health Authority, the Children’s Hospital, the Health Sciences Centre and the Children’s Hospital Foundation.

## III Rationale

This Policy outlines the goals and objectives of CHRIM as they relate to internal communications. This document seeks to clarify to the CHRIM community the roles and responsibilities of community members, and the Administrative Office in fostering and maintaining healthy and open communication within the community and with our partners. It links to policies related to media and public relations (4.1) and the website (4.3), as well as IT Services (7.7) and Meeting, Event and Committee Structure (1.5).

## IV Policy Statement

- a. Sponsored Email Accounts (@chrим.ca) are provided to all on-site (Internal) Members, and affiliated research staff and trainees, on the U of M Microsoft Exchange server. This account will be set up as part of the onboarding procedure (Policy 3.5). Summer students and temporary positions will not be provided with an email account. The sponsored account is subject to all terms of the Usage Agreement set for computer accounts by the U of M<sup>1-3</sup>.
- b. The Institute encourages use of the chrим.ca email address for research purposes as much as possible by community members to promote affiliation with the Institute. While personal use is not prohibited, care should be taken that personal communication is not perceived as being on behalf of CHRIM.
- c. The only email client that is supported by the U of M IST department, and therefore by CHRIM, is Microsoft Outlook. The sponsored account may also be set up on Android and iOS devices.
- d. Events relating to child health research can be brought to the attention of the Media and Communications Coordinator who can send notification to the community on behalf of the organizer.
- e. E-news is a monthly email newsletter assembled and distributed to the CHRIM community at large by the Media and Communications Coordinator. Content is based on new information made available to the Media and Communications Coordinator before the 20<sup>th</sup> of each month. Content submissions are always welcome and are subject to screening for relevance, and editing for length, clarity and content.
- f. Research Rounds are an important part of the Institute’s community for the purpose of sharing research happenings and encouraging collaborations among our Members. Rounds are held every Thursday at noon from September to May/June. New Members are expected to present at Research Rounds as part of their introduction to the community, and all Members should be prepared to present periodically. Members are expected to attend rounds as often as they are able, and to encourage their research teams to do likewise.

## V Procedures

### 1. Acquiring and using a chrim.ca email address

- a. Sponsored email accounts are set up by the Front Desk Officer under the supervision of the Facility and Operations Manager. The Facility and Operations Manager is named as the "lead client" in the agreement between the Institute and the U of M covering the chrim.ca sponsored accounts. The application for a sponsored account will require the signature of the staff or trainee's direct supervisor (normally the CHRIM member for whom they will work).
- b. The U of M's IST can assist with configuring the sponsored account in Outlook, and on a smartphone or other handheld device.
- c. Forwarding of other accounts to the CHRIM account is encouraged for community members who wish to consolidate mail from multiple addresses. This can be done in the Outlook program or web app.

### 2. Mailing Lists

- a. Certain mailing lists are maintained by the Media and Communications Coordinator and are accessible through the Exchange Global Address list:
  - 5<sup>th</sup> and 6<sup>th</sup> floor – all employees
  - PI internal
  - PI external

These lists are maintained using the chrim.ca email address by default when available. If a member of the community wishes to have a different email address used, they must notify the Media and Communications Coordinator by email.

- b. Any email composed to one of these lists is automatically sent to the Media and Communications Coordinator, who must approve it before the system will distribute the email. Alternatively, a message can be sent directly to the Media and Communications Coordinator with a request to distribute to one of the lists above.
- c. Community members are encouraged to build, maintain and share their own contact lists in Outlook. However, use of such mailing lists for personal promotional purposes (e.g., school fundraiser solicitations) is strongly discouraged.

### 3. Research Rounds

- a. The Institute organizes a weekly Research Rounds as an opportunity to share and promote research.
- b. The Research Rounds Committee organizes the speaker schedule and operates according to its terms of reference (see Appendix).
- c. The speaker and topic for each Rounds will be communicated by email to the community by the Media and Communications Coordinator, when they are made available.



- d. All community members are encouraged to attend. CHRIM Members (PIs) have an obligation to attend as much as possible. Active participation within our community will impact eligibility for Grants and Awards funding (see Policy 2.1, Membership).

## VI Responsible Office(s)

This Policy is approved by the CEO and Scientific Director, and owned and maintained by the Facility and Operations Manager.

## VII References

1. University of Manitoba. Computer Accounts - Usage Agreement. (2015). at <http://umanitoba.ca/computing/ist/accounts/usage-agreement.html>
2. University of Manitoba. Policy: Use of Computer Facilities. (2013). at [http://umanitoba.ca/admin/governance/media/Use\\_of\\_Computer\\_Facilities\\_Policy\\_-\\_2013\\_11\\_20.pdf](http://umanitoba.ca/admin/governance/media/Use_of_Computer_Facilities_Policy_-_2013_11_20.pdf)
3. University of Manitoba. Procedure: Use of Computer Facilities. (2013). at [http://umanitoba.ca/admin/governance/media/Use\\_of\\_Computer\\_Facilities\\_Procedures\\_-\\_2013\\_11\\_20.pdf](http://umanitoba.ca/admin/governance/media/Use_of_Computer_Facilities_Procedures_-_2013_11_20.pdf)

## VIII Appendices

Appendix 1. Research Rounds Committee Terms of Reference

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### **Research Rounds Committee Terms of Reference**

#### **Title**

The name of the Committee shall be the CHRIM Research Rounds Committee.

#### **Purpose/Role**

To provide a supportive, relevant set of research rounds which appeals to the entire CHRIM membership, their trainees and the broader community.

#### **Membership**

The Committee will be comprised of no less than 5 (maximum of 6) CHRIM Investigators with representation as follows: 2 clinical members, 2 basic research members, 1 trainee and 1 resident.

A quorum of 3 members must be present before a planning meeting can proceed.

All committee decisions will be made by consensus.

Committee members will cease to be a member of the committee if they:

- Resign from the committee
- Resign from their employment
- Breach confidentiality

#### **Term of Membership**

Each member will serve a 2 year term on the Committee, subject to approval by the CEO/Scientific Director. It is recommended that a few members overlap from year to year to ensure knowledge transfer and consistency.

#### **Duration of Meetings**

Quarterly planning meetings will be held in September, November, February and May on the first Thursday of each noted month, from 1:00 to 2:00 pm. Subsequent communications will be via email copied to all committee members.

#### **Vacant Positions**

Any vacant positions will be filled on a casual basis until the term of office has expired.

#### **Chairperson**

The Chairperson shall be elected by the Committee and will serve a 2 year term. Their responsibilities include:

- Guiding the meeting according to the agenda,
- Ensuring all discussion items end with a decision, action or definite outcome, and
- Review and approve the draft minutes before distribution

### **Minute Taker/Secretary (administration support as assigned by the Institute)**

The role of the minute taker is to:

- Prepare agendas and issue notices for meetings,
- Take notes and prepare minutes of meetings,
- Act as liaison between CHRIM Community and Committee for speaker suggestions,
- The minutes shall be checked first by the Chairperson; and will then be distributed, via email, to all committee members by the minute taker/secretary.

### **Resources and Budget**

Travel costs for up to two (2) visiting speakers per annual rounds session will be available, subject to budget approval by the Scientific Director.

Honorarium payments, for external guest speakers, may be available on a case by case basis, subject to budget approval by the Scientific Director.

Catering will be supplied for each session based on budget as approved annually by CHRIM.

### **Structure/Format**

Annual research rounds sessions will be held from September to May. Sessions are held each Thursday in room 500 JBRC from 12:00 noon to 1:00 pm. All speakers will be introduced by the CEO/Scientific Director, unless alternate arrangements have been made.

The Committee will ensure that the topics of research rounds represent the many research foci of CHRIM. There will be four categories of speakers as follows:

- 1) Combined Rounds – This will involve two speakers, one basic science/theory based and one clinical science based (20 minutes each). These scientists will demonstrate how bench side research can translate to clinical work.
- 2) Clinical Science Topic
- 3) Basic Science Topic
- 4) Work in Progress – This will involve a trainee/junior researcher and the session will be facilitated by their PI/mentor. This will be an informal supportive workings session where the trainee will present the background of their work and their proposed research question and /or methodology. The audience will be expected to participate by asking questions and making suggestions.



## Internal Communications

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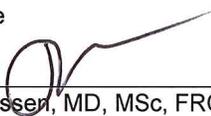
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Approval, CEO and Scientific Director, CHRIM

Signature

Date

  
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Terry Klassen, MD, MSc, FRCPC

**OCT 20 2015**  
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