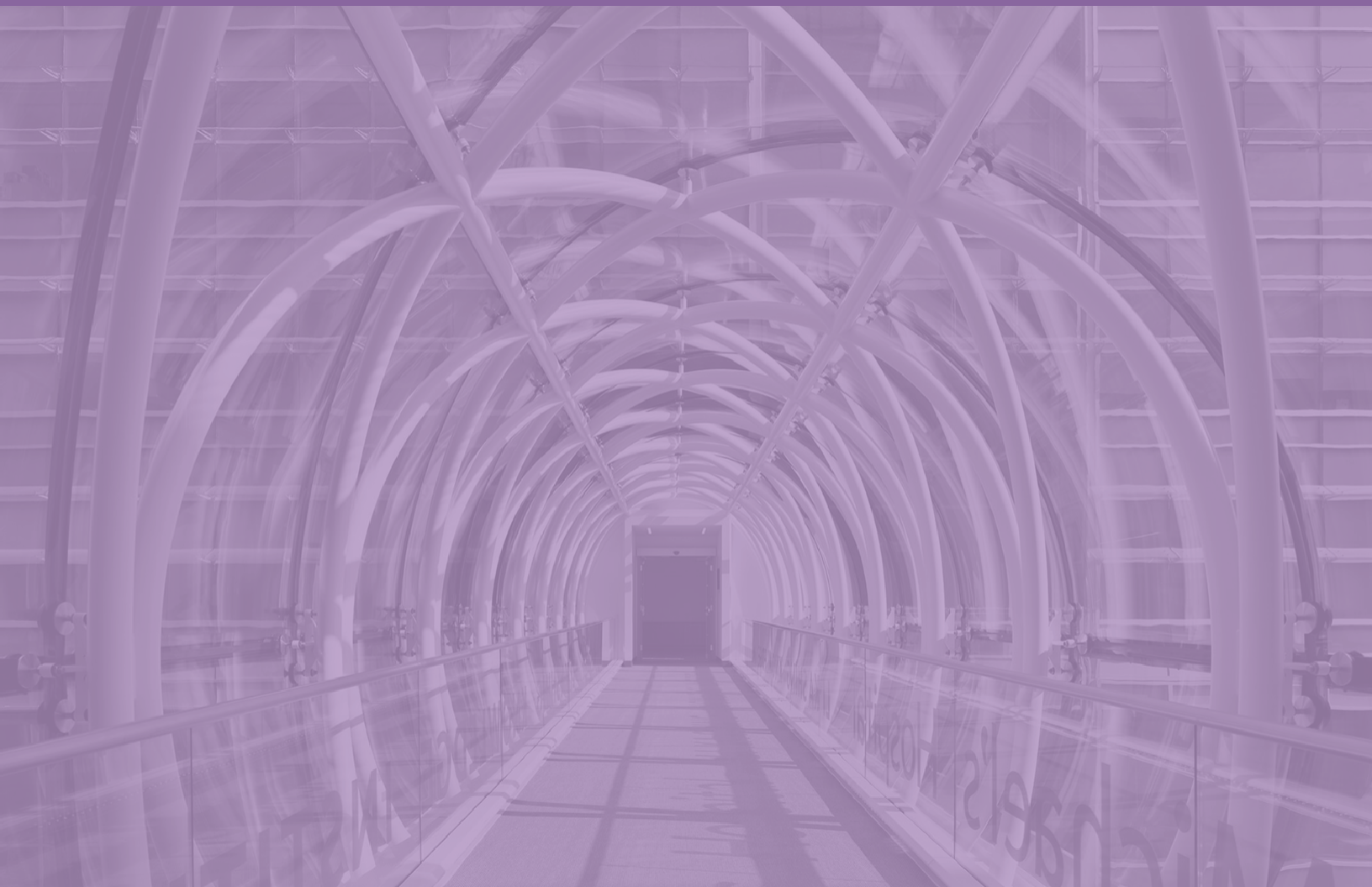# ST. MICHAEL'S
UNITY HEALTH TORONTO

Getting Started
Research Visitors

- Study Monitors –

Study Monitors are external representatives of the Sponsor who oversee the progress of a clinical study, and ensure that it is conducted, recorded, and reported in accordance with the protocol, Standard Operating Procedures, Good Clinical Practice and applicable regulatory requirement(s). If this is the case, please use these Instructions.

Steps: Research Study Monitor Registration

1 Online Registration

2 Training

3 Activate SMH Email – you will receive an email with instructions after you complete registration

![St. Michael's Unity Health Toronto logo]

Part 1: Online Registration

Create an Account

Visit https://students.unityhealth.to/public/login to get started! Please note that the term 'student' is set in the system. If you're not a student, this language still applies if you're a visiting study monitor.

Scroll down to New Student? Register here! and click on register. Make sure to register using your personal or University email (do not use your Unity Health Toronto email!).

Verify your email address: check your inbox for a verification link.

Fill in your basic information, local address, emergency contact and click on agree after you have read the code of conduct and privacy and confidentiality agreement.

My Placements

Click on MY PLACEMENTS on the left menu. Click on create placement at the top of the page.

Please note once you click submit; you will not be able to edit any of the information in this section.

Modify Site/Student Type

Select St. Michael's Inspired Care. Inspiring Science. . Under student type, select research. Code of conduct policy schedule A will appear, select Agree. Review the privacy and confidentiality agreement and select Agree.

For research title, select Study Monitor.

Supervisor Details
Fill in your St. Michael's PI/supervisor's details (name and email). If you have a research program manager, please fill in their details as well (name and email).

Placement Information
Fill in your start and estimated end date (please check with your supervisor prior to filling in these dates. Please note that

remote study monitors will be provided with 30 days access at a time. This can be extended.

Placement Conflicts of Interest
Answer the two questions listed in this section and click on submit.

My Requirements

Click on MY REQUIREMENTS in the left navigation menu. Please complete the following courses:

Unity Health Courses:
a. Research Privacy Training
b. COVID-19 Attestation

Part 2: Complete your Registration

Please email the following to Dalbir.Singh@unityhealth.to (Research Employment Coordinator):

- PI package of forms (must be signed by both PI and Remote Study Monitor) – https://research.unityhealth.to/wp-content/uploads/2024/07/Research-Visitor-Study-Monitor-Forms-for-PI-July2024.pdf
- Photocopy of 2 pieces of government-issued ID (see below for acceptable ID).

ACCEPTABLE ID FOR SECURITY

As per eHealth Ontario specifications, individual seeking security credentials at St. Michael's must present an identity document chosen from the list of Primary Identity Documents below, and a second document chosen from either of the lists below.

Primary Identity Documents	Secondary Identity Documents
- Birth Certificate issued by a Canadian Province or Territory - Canadian Certificate of Birth Abroad - Certificate of Canadian Citizenship - Canadian Certificate of Indian or Metis Status - CANPASS - Citizenship Identification Card - Driver's Licence - Firearm Registration Licence - Certification of Naturalization - Nexus - A valid Passport issued by a foreign jurisdiction - Canadian Passport - Confirmation of Permanent Resident (IMM 5292) - Permanent Resident Card - Statement of Live Birth from Canadian Province (Certified Copy) - Citizenship and Immigration Canada-Refugee Protection Claimant Document - Canadian Permanent Resident Card - Ontario Photo Card	- BYID Card (Formerly Age of Majority Card) - Canadian Convention Refugee Determination Division Letter - Canadian Employment Authorization - Canadian Immigrant Visa Card - Canadian Minister's Permit - CNIB (Canadian National Institute for the Blind) Photo Registration Card - Canadian Police Force Identification Card - Canadian Student Authorization - Certificate issued by a government ministry or agency - Current Employee Card from a Sponsoring Organization - Federal, Provincial, or Municipal Employee Card - Other Federal ID Card, including Military - Judicial ID Card - Document showing the registration of a legal change of name accompanied by evidence of use or prior name for the preceding 12 months. - Old Age Security Card - Ontario Ministry of Natural Resources Outdoors Card - Current Registration Document from the College of a Health Profession - Current Professional Association License/Membership Card for any Regulated Health Profession - Record of Landing (IMM 1000) - Student Identification Card - Union Card - Blind Persons Right Act ID Card