

RESPONSIBILITIES OF THE STUDENT

PRESENT A VALID PROOF OF REGISTRATION

Each semester, the student must submit to the Research Center's Academic Affairs a valid proof of enrollment at a recognized university, in order to retain his privileges at the CHU Sainte-Justine Research Center. Proof of registration must be provided before the sixth (6th) week of classes. If we do not receive this proof, we might have to suspend your registration, cancel your access and interrupt your scholarship (if applicable).

Students enrolled at the Research Center have certain benefits, such as receiving a scholarship without paying taxes. The Research Center has the legal obligation to confirm that its members retain a valid student status. Even though the Research Center is affiliated with the University of Montreal, we do not have access to your registration status there.

INTELLECTUAL PROPERTY AND PRIVACY AGREEMENT

During your involvement at the CHU Sainte-Justine for the realization of your research project, you will have access to confidential information belonging to the CHU Sainte-Justine, such as personal and clinical data, or biological material from research subjects or patients from the hospital. In order to comply with applicable laws, regulations and policies in effect in Canada, we ask that you keep confidential any biological data or material that may come into your possession and that you do not transfer or disclose the biological material or data to any third party without a prior authorization of the CHU Sainte-Justine and your principal investigator.

[Policy on the management of intellectual property.](#) (In French only)

◆ For more information, contact the Bureau of Research Agreements: ber@recherche-ste-justine.qc.ca.

VERIFICATION OF JUDICIAL HISTORY

Anyone wishing to hold a position at the CHU Sainte-Justine must complete a criminal record check form upon arrival. Candidates are entitled to the respect of their reputation and privacy. Consequently, the CHU Sainte-Justine must obtain the candidate's written consent before collecting any personal information concerning him or her. In addition, the information collected must be limited to what is relevant to the position sought. Any false declaration or refusal to cooperate by the declarant may result in the rejection of his or her application.

◆ For more information, [visit the intranet](#) (in French only).

TRAINING

According to the lab experiments that you will have to do during your internship or your studies, different trainings must be followed.

Ressources :



Mathieu St-Louis
Head of Operations for Research
Laboratories and Transversal Research
Infrastructures
514-345-4931, ext. 5221
mathieu.st-louis.hsj@ssss.gouv.qc.ca



Sylvie Julien,
Administrative assistant
Technical Services
514-345-4931, ext. 2950
sylvie.julien.hsj@ssss.gouv.qc.ca



Geneviève Morin
CIBPAR Coordinator
514-345-4931, poste 5211
genevieve.morin2.hsj@ssss.gouv.qc.ca

BIOSECURITY COURSE - GENERAL (MANDATORY FOR ALL WET LAB USERS)

The training aims to remind you of safe laboratory practices, internal resources regarding policies and emergency measures and the disposal of hazardous materials. **This training targets all new employees and students in the Research Center's wet labs.**

BIOSECURITY COURSE - LEVEL 2 AND 3

Training aims to familiarize users with the concepts of risk assessment in containment laboratory 2 and 3, safe laboratory practices, personal protective equipment, work in biological safety cabinets, emergency procedures and disposal of hazardous materials. This training targets all new employees and students who need to work in level 2 or 3 containment laboratories at the Research Center.

RADIOPROTECTION COURSE

The Canadian Nuclear Safety Commission requires that anyone who handles radioactive material or who works in a laboratory where these materials are handled or stored undergo a three-hour training session. These training courses, given by the firm Radioprotection Inc. are generally held in October and January of each year.

Please note that if you have already taken this course you must provide us with a proof to that effect. If your last training was more than three (3) years ago, you must also take a refresh course.

ANIMAL TRAINING

The Canadian Council on Animal Care (CCAC) requires that all personnel involved in research or teaching involving animals must have the necessary competence and training in the ethical treatment of animals. To have the right to access the pet store and handle animals of any species, you must pass the theoretical part as well as the practical part of the training.

THEORETICAL (common core exam)

Open book exam with choice of answer on the 12 modules of the CCPA. These modules are relevant to anyone who uses animals in science. They are designed to provide training in accordance with the requirements of the CHUSJ training program and the Institutional Committee for Good Animal Practices in Research (CIBPAR) and make it possible to teach the ethics of care for experimental animals.

Please note that if you have already completed this training from another CCPA-certified institution and this training is less than 5 years old, you may be exempt from the one offered at CHUSJ. You must provide us with a certificate to this effect. Also, if you passed the PHL2025 course at the Université de Montréal less than 5 years ago, you could be exempted by presenting your transcript.

PRACTICAL (including animal facility orientation)

In-person training at the pet store on the animal of the species used following successful completion or exemption from theoretical training. Several points will be seen in groups with the help of an animal health technician (TSA) assigned to the training sessions who will assess whether you are able to handle animals. Specialized training for other species or for protocol specific procedures (e.g. working in barrier, surgical procedures, working in containment level 2) can be provided as needed and upon request. The orientation of the animal facility provides an understanding of the general operation of the animal facility and its regulations. It is mandatory for access to the animal facility.

RESPONSIBLE CONDUCT OF RESEARCH

The responsible conduct of research, which includes the respect for standards and rules for research integrity and research ethics, refers to the conduct expected of the various actors carrying out research activities or activities in support of research. This conduct is based on values recognized by the international community, such as honesty, reliability and rigour, objectivity, fairness and independence, justice (especially in recognizing the contributions of others), trust, accountability and benevolence, openness and transparency.

The CR-CHUSJ adopts the Policy for the responsible conduct of research of the Fonds de recherche du Québec (FRQ). All members of the CR-CHUSJ must follow this policy.

◆ For more information, [visit the FRQ website](#).

POLICIES AT THE CHU SAINTE-JUSTINE

Since the research center is an integral part of the CHU Sainte-Justine's Hospital, it is the student's responsibility to know and apply the various policies in effect at CHU Sainte-Justine.

CODE OF ETHICS

The code of ethics is intended for all stakeholders, whether they are doctors, dentists, employees, volunteers, subcontracted employees, students or trainees. Everyone must agree to give the same attention that he would like to receive for himself or his family if they were placed in similar conditions.

◆ For more information, [visit the intranet](#) (in French only).

CONFLICT OF INTEREST POLICY

Every person must avoid, at all times, placing himself in a situation of conflict between his personal interests, including those of one of his relatives, and those of the establishment.

◆ For more information, [visit the intranet](#) (in French only).

EMERGENCY MEASURES

The emergency measures plan of the CHU Sainte-Justine contains the emergency measures structure of our establishment. The emergency measures plan defines the strategic and operational roles of the stakeholders as well as the communication plans during major events. It also includes the specific intervention plans drawn up for each of the internal or external risks that may affect the CHU.

For all emergencies dial 5555.

◆ For more information, [visit the intranet](#) (in French only).

INFORMATION ASSETS POLICY

At CHU Sainte-Justine, the Information Asset Policy (IAS) guides and determines the appropriate and safe use of information, information technology and information access and dissemination devices. Thus, anyone working at CHU Sainte-Justine must be aware of the IAS policy and ensure compliance with the laws, regulations and government standards for information security. Personal, confidential and personally identifiable information should only be used for the purpose for which it was collected or obtained.

◆ For more information, [visit the intranet](#) (in French only).

NON-VIOLENCE POLICY

Everyone has the right of being respected and to keep his or her dignity, physical and psychological integrity. Therefore, the CHU Sainte-Justine takes the necessary measures to ensure everyone's right to integrity, inviolability and security of the person. Violence behavior, as defined in the non-violence policy, is strictly prohibited and is in no way tolerated by CHU Sainte-Justine.

◆ For more information, [visit the intranet](#) (in French only).

POLICY OF USE OF INFORMATION TECHNOLOGY

The use of IT at the CHU Sainte-Justine is reserved exclusively for carrying out activities resulting from the missions and responsibilities of the institution. Any use of IT must comply with the laws in force. Confidential information must not be disclosed or copied in any form without permission. The network codes, user accesses or access codes and passwords or PINs must not be shared.

◆ For more information, [visit the intranet](#) (in French only).

POLICY ON HEALTH AND SAFETY AT WORK

The Research Center is committed to taking all reasonable steps to ensure a healthy and safe work environment for its students, interns and employees. We also want to provide the information, training and supervision needed to maintain a healthy workplace.

Safety at work is the joint responsibility of students, employees, researchers and executives. We must all work together to make our workplace safe.

MANAGEMENT must :

- Provide compulsory training,
- Provide information and communicate procedures for emergency situations,
- Advise staff of any potential or actual health and safety hazards.

STUDENT must:

- Follow the mandatory training,
- Comply with the established procedures,
- Work in accordance with the safety standards established by the establishment and the law,
- Use or wear the required personal protective equipment,
- Promptly notify the Biosecurity Manager or Biosafety Officer of any potential or actual health and safety hazards of which he or she is aware,
- Reported immediately to the manager or biosecurity officer any work-related accident or occupational disease.

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POLICY ON THE APPEARANCE AND DRESS CODE

As a health care institution, the CHU Sainte-Justine is regulated by a strict dress code. The appearance of all staff members of the CHU Sainte-Justine must be cared for, respectful and without artifice. For these reasons, it is prohibited to wear camisole type clothing, shorts or Bermuda shorts. The dress code also has a mean of protection and prevention of the transmission of infections. No clothing with a hateful, violent, discriminatory message or that harms the image of CHU Sainte-Justine will be tolerated.

In laboratories, a dress code is required to ensure your health and safety. For example, closed-toed shoes and lab coats are mandatory. Other equipment may be required depending on the type of manipulations performed. Please contact our Biosafety and Radiation Protection Officer at extension 5221.

◆ For more information, [visit the intranet](#) (in French only).

POLICY ON THE USE OF MOBILE COMMUNICATION DEVICES

This policy is intended for anyone working in the CHU Sainte-Justine or CRME facilities. The general rules for the use of mobile communication devices stipulates that mobile devices should be used with discretion and discernment to avoid disturbing the environment during voice communication and that mobile devices should not be activated (in transmission or waiting mode) within one meter of medical equipment.

◆ For more information, [visit the intranet](#) (in French only).

PREVENTION OF INFECTIONS

Infection Prevention is a priority at CHU Sainte-Justine. Many measures are in place to prevent infections acquired during the care of patients and are adapted to different sectors of activity to protect the patients. Students doing internships will be aware of the specific measures in their specific area and will need to apply them. Regardless of the area in which you operate, basic hand hygiene practices must be applied on a regular basis. For respiratory etiquette, we recommend wearing a mask as soon as the first signs of a respiratory infection appears to protect patients and staff members around you. Lastly, we ask you to respect these measures and any instructions related to the isolation of patients.

◆ For more information, [visit the intranet](#) (in French only).