

Holland Bloorview Kids Rehabilitation Hospital	Manual Departmental	Cluster Bloorview Research Institute
	Theme Roles and Responsibilities	Number 00353
Scientist, Senior Scientist, Clinician Scientist		

Preamble

Policy Statement

The Bloorview Research Institute (BRI) is committed to developing and retaining innovative thinkers and outstanding leaders. As such, the BRI hires qualified scientists to build capacity in childhood disability research at Holland Bloorview Kids Rehabilitation Hospital.

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Procedure:

1.0 POLICY

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2.0 PROCEDURE

2.1 Eligibility

To be eligible for appointment as a Scientist in BRI, individuals must meet the following criteria:

- Has a minimum of 0.20FTE of his/her time devoted to research.
- Has qualifications (MD + MSc, PhD or equivalent) that indicate a high level of potential and/or proven scientific productivity to carry out independent research
- Has, or is expected to have within a reasonable time, extramural research funds to carry out research.
- Has research activities primarily based at Holland Bloorview that are consistent with the mission, vision, and values of Holland Bloorview and BRI.
- Has (or is expected to obtain) an appointment at the rank of Assistant, Associate and Full Professor at the University of Toronto.
- A Clinician Scientist also has a formal appointment in a clinical program at Holland Bloorview, and provides clinical care at a minimum of 0.20 FTE.

2.2 Scientist Appointment

Scientists must hold an appointment to an academic department at the University of Toronto. Scientists must also hold an appointment to the School of Graduate Studies. Typically, Scientists hold an appointment at the rank of Assistant Professor. Senior Scientists usually hold the rank of Associate or Full Professor.

2.3 Responsibilities

The Scientist leads a productive, independent, needs-oriented research program characterized by extramural funding, high impact publications (relative to the field), strong training contributions at the doctoral level and significant knowledge translation activities.

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Scientists, particularly those in the Centre for Leadership in Applied Innovation, may also create intellectual property that has commercial potential.

The Scientist holds (is expected to obtain) a cross-appointment to a Graduate Department at the University of Toronto.

The Scientist maintains a primary affiliation with one of the Holland Bloorview's Centres for Leadership.

The Scientist directs the research activity of trainees.

The Scientist is fiscally responsible for the management of grants and other funding to support his/her research activities and the support staff on his/her team.

The Scientist is responsible for ensuring that members of his/her team are adequately qualified to complete their role and understand the contingency plans (i.e. codes) of Holland Bloorview and other safety and emergency procedures relating to his/her research.

The Scientist is responsible for all preventative maintenance procedures for all medical equipment used for his/her research.

The Scientist is expected to contribute to research-related academic citizenship at Holland Bloorview. Academic citizenship includes, but is not limited to: membership on the Research Ethics Board or any BRI (e.g., appointments committee) or hospital-wide committees and working groups (as the BRI representative); participation in BRI or hospital events (as a BRI representative); presentations at BRI business meetings, hospital all-staff meetings, and family advisory/BRI family engagement meetings; contributing to science review, Pursuit

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award application review, BRI graduate scholarship review and formal mentorship of scientists as per BRI's Scientific Advisor policy.

The Scientist adheres to BRI and Holland Bloorview Research Ethics Board policies governing the conduct of research at BRI.

2.4 Externally Paid Activities

Full time (1.0FTE) Scientists are permitted to spend up to 10% of their FTE engaged in externally paid activities (e.g., consulting, training, industry-based teaching and reviewing) and keep all proceeds from these activities. All externally paid activities must be disclosed annually by the Scientist on the Conflict of Interest Disclosure Form. However, Scientists are encouraged to inform the VPR of any externally paid activities as soon as opportunities arise, at any point in the year. Regardless of the time spent engaged in externally paid activities, Scientists are expected to fulfill their responsibilities to BRI. During the Performance Achievement process, the VPR will review all externally paid activities and may recommend reduction of externally paid activity if a Scientist's productivity is below expected levels.

Activity related to teaching or administering University or College courses is generally not counted as part of externally paid activities. If a Scientist is paid to teach a course or to serve in some administrative role (e.g., graduate coordinator) at a University or College, BRI will enter into a time-limited service agreement with the University or College. BRI may recover, in part or in whole, the fraction of the Scientist's FTE devoted to teaching. Generally, if the University or College teaching or administrative role requires more than 0.1 FTE of time paid for by the BRI, BRI will recover costs. Teaching or administration of this magnitude requires pre-approval from the VPR. As above, if the level of scientific contribution of a Scientist is not commensurate with the expected productivity, the VPR will recommend a reduction in teaching activity.

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All other arrangements relating to externally paid activities, or academic teaching and administrative duties not covered by the above will be evaluated on a case-by-case basis by the VPR and Human Resources.

2.5 Commitment by BRI

2.5.1 Space

BRI makes space available commensurate with the needs of the Scientist.

2.5.2 Infrastructure

BRI provides the Scientist access to infrastructure services including

- Office Space (desk, computer, phone, internet access)
- Science review for grant submissions
- Research ethics consultation, review and oversight for studies involving human participants
- Financial administration of grants
- Contract review (e.g., industry-sponsored research; multi-centre trials; service agreements)
- Technology Transfer support
- Summer student and post-doc office space
- Graduate student office space
- Knowledge translation plan development (through Evidence-to-Care)
- Research staff space
- Phlebotomy lab (cost recovery)
- Clinical databases (fee for service)
- Statistical support (fee for service)
- On-site pharmacy and research pharmacist (cost recovery)
- Opportunity for catalyst funding

2.5.3 Start-up Funds

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BRI provides start-up funds to new Scientists, as per negotiations at the time of the appointment.

2.5.4 Advisors

As per BRI policy, BRI will appoint all Scientists a senior researcher in the field as a mentor to promote the success and productivity of new scientists.

2.6 Review of Appointment

2.6.1 Performance Achievement

The research productivity and service contributions of the Scientist are assessed annually (see policy on Performance Achievement: Scientist Policy) by the Director of the Research Institute.

2.6.2 Periodic Assessment

All scientists will undergo periodic formal performance review to determine the appropriateness of appointments, renewals and promotions. The rank of the appointment to BRI will be considered in the periodic review. Reviews will occur at the end of 3-year terms for Scientists and at the end of 6-year terms for Senior Scientists. See Period Review of Scientists and Clinician Investigators policy for more details.

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Policy Lead	Issued Date
Nadia Lise Tanel	Sep 19, 2013
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