

CAIR Onboarding Check list

March 20, 2023

Item	Contact
Alberta Health Services (AHS) ID badge	Clara Wang (Clara.Wang@albertahealthservices.ca)
AHS Confidentiality agreement	Clara
University of Calgary IT (UCIT) account	Clara
Access to work computer	Supervisor/ PI
Register for IRISS (ethics) account	https://www.ucalgary.ca/iriss/
Hospital tour if needed	Clara
Google calendar access for calendars	Clara
Remote access (from home to ACH/AHS network)	Perry - perry.radau1@ucalgary.ca
Access to CAIR computer server (grotto)	Perry
Slack message board access	Kirandeep Bisla - kkbisla@ucalgary.ca
Teams access - primarily for file sharing (or videochat)	Kirandeep
TCPS2 Core tutorial – research ethics course	http://bit.ly/2CBtrAd
Upload TCPS2 completion certificate to IRISS account	http://www.ucalgary.ca/iriss
Level 0 MRI training	Kirandeep & CAIR website
Level 1 MRI training	Kirandeep & CAIR website (online) & Perry (onsite)
I3T seminar mailing list	Fil Cortese (i3t@ucalgary.ca)
Child Health and Wellness Rounds (CHWR) email list	Linda Cosway (linda.cosway@ucalgary.ca) and DeAnna Kweens (deanna.kweens@ucalgary.ca)
ACHRI Training newsletter	achri.training@ucalgary.ca

CAIR

CAIR programme website:

<https://cumming.ucalgary.ca/research/child-adolescent-imaging/child-adolescent-imaging>

AHS and Hospital

Clara Wang, Admin Assistant, will assist you with some of your onboarding:

1. AHS ID badge
2. Staff information and emergency contact sheet
3. The AHS confidentiality agreement
4. Hospital tour if needed
5. Access to Google calendars

Please see her also if you have issues with most administrative tasks: e.g. door access, payment/paycheques, reimbursements, travel arrangements, room bookings, locations of

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rooms in the hospital. If you're not sure who to ask a question, ask Clara, and she will direct you to the right person or department.

Please email Clara

Clara.Wang@albertahealthservices.ca

your name, title (e.g., Undergrad Summer Student, MSc student), your project name and your PI/supervisor.

General information

Expectations for people working at the ACH:

- Please dress in a respectful manner. Many families come to the hospital for treatment and research and expect staff to be neat and tidy.
- If you are directly interacting with participants and their family then business casual is appropriate.
- Wear your ID badge (AHS) at all times.
- Avoid wearing scented products. As explained on the AHS site, this is often necessary to provide a healthy environment for sick patients.

Expectations in the workplace:

- We all work in shared spaces. Please be respectful that your neighbor may be trying to work.
- Everyone deserves to be treated with courtesy and respect. This includes both your colleagues, other employees at the hospital and research volunteers. Please talk to your supervisor if you have any questions or concerns about respectful behavior.
- Do not let people into the workspace that you do not know and be sure to keep doors locked after hours.

Ethics:

- Ethics training must be completed by all researchers who intend to engage in research with human participants. Create an account with TCPS and complete the CORE training: <https://tcps2core.ca/welcome>
- Forward your certificate to your supervisor and upload it to your IRISS account so that you can be added to the appropriate ethics protocol.

Computers

Perry is the CAIR research manager supports IT for the CAIR group as the first point of contact, with additional support from Mark and Victor at Seaman Family MR Centre. More details about IT in a separate document. Contact: perry.radau1@ucalgary.ca

Remote Access:

For remote access from home or other off-site location to a computer within the AHS network please contact Perry for the appropriate how-to guide and troubleshooting.

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Access to computers:

- You will be provided with either a personal or lab account on one of your lab's computers.
- A password will be provided
 - o lab/shared account: no password changes
 - o personal account: you can modify the password
 - o admin account: most accounts have an "admin_l" which should not be removed or altered. This provides a means for IT troubleshooting.
- Please do not store sensitive personal information on your computer, and be sure to log out of Dropbox, Gmail, etc. when you are using shared computers.

Access to servers:

Most students will only use the "lab server" also known by the hostname **rundle**.

CAIR server (rundle)

Hostname: rundle.healthy.bewell.ca

IP: 139.48.221.33

The former server (grotto) has been deprecated.

Further info about account setup and use is in a separate doc available from Perry or Mark Winder.

For all other servers (e.g. UCalgary high-performance computing), discuss with your supervisor / PI your requirements.

Shared Google calendars managed by CAIR: Ask your supervisor if you are not sure which ones you need access to

- ACHRI (4th floor) testing rooms (#1-4): if you are booking participants for assessment or EEG.
- MacMaster E-prime laptop: if you are doing fMRI tasks requiring the E-prime stimulus task software.
- Presentation laptop: if you are creating or running Presentation task (Bray approval needed)

Please submit by email the email address you would like to link to Google calendar and the name of the calendars you will need.

Booking MR scan time (Calpendo)

The **Calpendo** website as described here:

<http://ucalgary.ca/ach-mri-research-centre/mri-scheduler>

Generally only people who have completed Level 0 and 1 MR training are permitted to have Calpendo accounts, although exceptions can be made.

Requests should be sent to Kirandeep with a copy to Perry Radau and their supervisor.

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Booking the Mock Scanner

This is also done through Calpendo after receiving mock scanner training. Contact Kirandeep for this training and access to booking the mock scanner.

Booking the EEG Equipment

This is also done through Calpendo. Contact Kirandeep for access to booking.

Slack access

cair-mri.slack.com

The CAIR Slack is intended to share information among the groups of the CAIR PIs: MacMaster, Bray, C. Lebel and M. Lebel.

ach3t.slack.com

The ACH3T Slack is intended to share information among all of the users of the ACH GE 3T MR. In particular, notices about MR training, mock scanner training, updates about issues that have occurred will be posted there. Discussions are also encouraged.

Teams access

In Microsoft Teams software we have a CAIR group. Look under the General / Files section for documents we share with the entire CAIR group.

On occasion we have meetings where using the videochat service under Teams.

Zoom videochat access

The University has a Zoom license. By signing on under the "SSO" (single sign-on option) with ucalgary.zoom.us domain you should be able to authenticate with your regular UCalgary email authentication details.

Printer:

Each office space has access to a black and white laserprinter. Please see on the printer the IP address and queue. Please ask Perry for any assistance with setting up a printer.

Important information:

You need to be disconnected from the UCalgary VPN (Forticlient) to be able to access most local network services including: OsiriX, printers, rundle server. Use the UC VPN only for UCIT resources like the high-performance computing services.

Software

Provided free of charge by the University of Calgary (staff or student, rules differ):

<https://iac01.ucalgary.ca/SDSWeb/>

Requires UofC credentials to log in

- Microsoft Office (Office 365 for students)
- Matlab R2014 to 2016 available

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- SPSS
- FortiClient (VPN access) is required to access the HPC resources at U of C.
- others ...

Rules regarding data use and storage

- no data with personal health information (PHI) should be saved on personal devices (USB stick, laptop, cellphone, cloud system)

Use of personal computer e.g. your own laptop:

- connect to HealthSpot public wireless network.
- connect to AHS Restrict with your AHS email account information.
- have an antivirus up-to-date.
- do not copy identifiable data.

MRI and Mock Scanner Training

MRI safety training

Information can be found on the CAIR website:

<https://cumming.ucalgary.ca/research/child-adolescent-imaging/information-researchers/training>

Level 0 and level 1 for all students/staff or volunteers working in the CAIR program.

Level 2 for students/staff who will need to scan off hours, without an MRI tech.

Please submit your Level 0 MR Safety quiz via email to Kirandeep.

Begin Level 1 training by contacting Kirandeep for details.

For Level 2 training, contact Perry Radau.

Mock scanner training

If required by your supervisor, Kirandeep or Perry will organize a training session on the mock scanner.

Leaving the lab

At the end of your contract or when you graduate, please do the following:

- return your ID badge to Clara.
- organize your data (in consultation with your supervisor), and any that should be saved should be stored on the CAIR server (grotto) in your team's folders.
- clean up your computer. This includes removing personal files, deleting browser history, and removing your personal passwords.

Students and Family Resources

<https://www.ucalgary.ca/wellnesscentre/services/mental-health-services>



Location

Room 370
MacEwan Student Centre
2500 University Dr NW,
Calgary T2N 1N4

SU WELLNESS CENTRE HOURS:

Monday - Thursday, 9 a.m. - 7 p.m.
Friday, 9 a.m. - 4:30 p.m.

Counselling	Medical Services
Phone: 403.210.9355, Option #2	Phone: 403.210.9355, Option #3 Please note, walk-in may close early depending on volume.

[SU Wellness Centre](#)

The SU Wellness Centre Mental Health Services are located in the MacEwan Student Centre, room 370 and can be contacted at 403.210.9355. They are available by appointment or drop-in, Monday to Friday 9 A.M. to 4 P.M. during spring and summer terms and to 7 P.M. during fall and winter terms. The Wellness Centre provides you with 24/7 mental health support. When you call the SU Wellness Centre after hours, you will have the option to speak with a crisis counsellor from the Wood's Homes' Community Resource Team, or a highly trained volunteer at the Distress Centre (available in over 200 languages).

The SU Wellness Centre also offers [peer-support](#) through a number of groups, like Flourishing Peer Support, Campus Community Hub Peer Support and Nomads Peer Support for International Graduate Students, and many more.

[Woman's Resource Centre \(Peer Support\)](#)

The Woman's Resource Centre is located in the MacEwan Student Centre, room 482. Call 403-220-8551

[Q Centre \(Peer Support\)](#)

The Q Centre peer support is located in the MacEwan Student Centre, room 210.

[Parents and Family - Student and Enrolment Services](#)

First-year family guide, helpful tips and resources

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[Distress Centre](#)

The Distress Centre is a 24 hour crisis line and they can be contacted at 403-266-4357.

[The Post-Alcohol Support Space](#)

Developed as a harm-reduction program, the Post-Alcohol Support Space (PASS) is a medically supervised, judgement-free place where members of the university community can safely sleep off the effects of alcohol. Call Safewalk (403-220-5333) from any on-campus location to request an escort to the PASS for you or someone you're with. The PASS is open on Thursday evenings and for special events during the fall and winter semesters.

[Thrive Priority Support Network](#)

The Thrive Priority Support Network helps students who are facing challenges get the right support at the right time.

After Hours Mental Health Support

For after-hours mental health support from the Distress Centre:

- Call 403.266.HELP (4357) available 24/7
- Visit their [website](#) to access online chat from 3 p.m. - 10 p.m. daily

For additional crisis support Wood's Homes Community Support Team.

- Call 403.299.9699 or 1.800.563.6106 available 24/7
- Text 587.315.5000 between 9 a.m. and 10 p.m. daily
- Live chat between 9 a.m. - 10 p.m. MST - 7 days a week, click [here](#) to access.

Faith & Spirituality Centre

<https://www.ucalgary.ca/fsc/chaplains>