

Carle Research Office offers Affiliate Research status to every researcher who will be involved with conducting collaborative research between Carle Foundation Hospital and a university, institution, hospital and others. The Affiliate Research status allows the non-Carle researcher to work on collaborative research projects at Carle Foundation Hospital locations. Collaborative research projects include, but are not limited to, procurement of tissue samples, imaging of tissue, surveys, interventions, and observations of patients at Carle Foundation Hospital.

If the researcher who will come to Carle for research projects is an undergrad, grad or post doc student their academic advisor needs to also have Affiliated Research status.

Following is the process for obtaining Affiliate Research status.

- A. Attend Affiliate Research Orientation. Contact Research Coordinators, Pamela Talbott, (217-383-3617 or [Pamela.Talbott@carle.com](mailto:Pamela.Talbott@carle.com)) or Barbara Hall (217-383-6199 or [Barbara.Hall@carle.com](mailto:Barbara.Hall@carle.com)) to sign up for orientation. Departments or laboratories wishing to register several researchers should be prepared to provide names, phone numbers and addresses for all those who will attend. Topics covered in the orientation are:

1. Basic hospital policies and expectations
2. Security
3. Name badges
4. Parking
5. Warnings and codes
6. Biological safety and infection control
7. HIPAA and confidentiality

Orientation sessions are scheduled about every 2 months but additional sessions will be added as needed throughout the year. Completion of the program is required prior to participating in research at Carle Foundation Hospital. Orientation is held in the research offices at 221 N. Broadway in Urbana. Parking is available in the lot South of the building, in lots 1-50. Orientation lasts about 1 hour.

- B. Receive a TB test and obtain written results from Carle's Occupational Medicine department, or provide written documentation of a test in the last calendar year. Occupational Medicine is located in the modular building on the south west corner of Park and Coler Streets, Urbana. No appointment is necessary. No TB tests are done on Thursdays, and you must be available to have the test read 48 hours later. There is no charge for the test if you inform staff that you are applying for Affiliate Research status. Hours are 7:00 AM-5:00 PM Monday - Friday and the phone # is 383-3229.
- C. Written documentation of current immunizations (this requirement is for those under 35 years of age only). If you are currently, or have ever been a University student, your school's Health Services may be able to provide you with your immunization history. Forms to document immunizations are available from Carle Research Office; however, you may provide this information on your own form or a printout from another medical facility if you choose.
- D. Written documentation of Chicken Pox is required for anyone who will be in patient care areas. If documentation is not available, a Varicella titer will be drawn. If this indicates the need for a Chicken Pox Vaccine, it must be done before a Carle badge is issued. University of Illinois students who need a titer (and possibly a vaccine) should have it done at McKinley Health Services and send the bill to the Carle Research Office. Students are required to contact the Research Office prior to going for the blood test

at McKinley Health Services to arrange billing procedures. Non-University of Illinois students who need to receive a titer (and possibly a vaccine) should contact their own health services department for billing information and then contact Pamela Talbott or Barbara Hall for further information.

When all requirements are met, photo ID badges can be obtained from Carle Security located at Manor Care, 2<sup>nd</sup> floor. Another ID (e.g. driver's license, or student ID) must be shown. Call 383-4002 or 383-6119 before going to Manor Care to assure availability of staff.

Research Affiliates will be assigned a title according to these designations:

Title	Position
Affiliate Research Scientist	Faculty member
Affiliate Research Associate	Postdoctoral research fellow
Affiliate Research Specialist	Laboratory technician
Affiliate Research Assistant	Graduate student
Affiliate Research Aide	Undergraduate student

To keep your Affiliate Research current, you need to show written proof of an annual TB test.

The ID badge needs to be worn in a visible place on your upper body at all times when you are at Carle for research purposes. You should not use the badge for access to any areas other than those needed for the research project or for times other than working on the research project.

The Carle Research Office has the ability to terminate the Affiliate Research status if we become aware of misuse of the ID badge or inappropriate behavior while the researcher conducted research at Carle.