



MD Volunteer Research Experience Terms of Reference

Primary Purpose

The MD Volunteer Research Experience is a year-round, ongoing call created to increase research opportunities for students throughout the year. This is done by facilitating connections for MD research projects and encouraging more students to become passionate about research. Active research experience is invaluable because of the increasingly vital role research plays in today's health care and student engagement in this field is critical.

Payment

All research done through this program is done on a volunteer basis as the Office of the Vice Dean Research (OVDR) is unable to provide payment to individuals participating in this program. However, if the faculty member wishes to pay the student, it is at their discretion. In such an event, the OVDR will facilitate this process.

Eligibility

The list of available volunteer research opportunities will be available for all MD students to view [via Google Drive](#). In order for faculty members to post projects on the list, they must have an appointment at the College of Medicine that lasts at least the duration of the proposed project. Students are always welcome to contact faculty from other colleges if their research interests lie outside of what the College of Medicine faculty have to offer.

Research Project Availability

The OVDR will keep the list of available volunteer research opportunities updated regularly. This will be dependent on whether or not College of Medicine faculty have any volunteer research opportunities in their lab.

Faculty with an available volunteer research opportunity can complete the Project Proposal and email it to deans.project@usask.ca and we will post it to the [MD Volunteer Research Google Drive](#).

Memorandum of Understanding

The [Memorandum of Understanding](#) ensures that expectations are clearly outlined for both the supervisor and student volunteer. This will also help establish the scope and duration of the project, reduce confusion, clarify duties, ensure volunteer understands reporting structure in case of problems, and enables adequate supervision.

Please complete the [Memorandum of Understanding](#) form, fully describing the volunteer tasks and parameters and forward this to deans.projects@usask.ca for final approval.

Student and Supervisor Responsibilities

The OVDR will be responsible for posting the list and keeping it as up-to-date as possible. The proposed supervisor's contact information will be available and it is the responsibility of the student to contact the supervisor if they are interested in volunteering with them.

It is the supervisor's responsibility to ensure that the student is added to all of the necessary ethics approvals. It is also the responsibility of the supervisor to ensure that the student has all the safety training required to work on the proposed project.

Volunteering at the University Of Saskatchewan

In situations involving animals, laboratories, travel, fieldwork, physical activities (for instance geological or archaeological digs), etc. the University is assuming significant risks. Many activities present a very real risk of injury and the decision to allow inexperienced persons to attend should not be taken without serious consideration. In these cases, approval from the Vice- Dean Research is required. Please consider the following:

1. Is the activity primarily for the benefit of the individual, or does the University receive some benefit too? In some situations, the University's involvement is strictly as a good 'corporate citizen'. It would appear reasonable to request a waiver and/or release to protect the University from liability claims (we can supply if needed).
2. What experience does the volunteer have in the particular environment? What level of risk could the volunteer be exposed to? It is imperative that we do not expose the volunteer to any dangerous situations or exposures.
3. Any precautions, safety orientations, safety equipment and clothing, and supervision afforded to employees and registered students must be maintained with regards to a volunteer.
4. It is the supervisor's responsibility to ensure that the volunteer is familiar with the premises, activities and processes. The level of supervision must be sufficient to ensure that the volunteer is not exposed to any situation whatsoever that they are not familiar with or that they cannot reasonably handle.

Under no circumstance should volunteers be unsupervised, given keys to any University facility or drive on behalf of the University.

Contact

For all inquiries, please contact:

Keleigh Garcea

Project Coordinator

Office of the Vice Dean Research

deans.projects@usask.ca