Osteo Engineering Lab Affliation Steps

David Dean, Ph.D., Principal Investigator

Department of Plastic & Reconstructive Surgery

The Ohio State University

Ryan Rutherford 04.18.19

Kenzi Kottenbrock 05.10.19

Timothy Huang 05.10.19

David Dean 05.15.19

Getting affiliated:

1. Obtain Volunteer ID by asking Dr. Dean to write a letter to the Plastic Surgery HR contact, Ms. Sarah Grindley, and tell her you will apply via:
	1. <https://medicine.osu.edu/research/researchvolunteers/pages/index.aspx>
	2. Once you have the ID please visit Dr. Dean or the lab manager to send a message to Blake Harrison and Andy Newland (BRT and Wiseman Hall Building Managers) requesting building and room access for your OSUWMC Volunteer ID Card
	3. You can ask that that ID card access be given to your BuckID card (most request this)
2. Affiliate with the lab and complete the lab’s required EHS training:
	1. ehs.osu.edu (Dr. Dean must affiliate you with the lab before you can begin)
3. Register with the IACUC:
	1. If you run into problems, I recommend contacting Anthony Yonkura (614-292-4494) in the IACUC Office
4. Take the RCR, CITI IACUC, and complete the other information on the “Join The Team” website prior to registering for the ULAR animal handling class. Link is below.
	1. <http://orrp.osu.edu/knowledge-base/study-team-requirements/>
	2. f Responsible Conduct of Research (RCR) and CITI IACUC are not be listed under “Courses Ready to Begin”, scroll down to “add a course” (select biomedical when choosing RCR).
	3. <https://www.citiprogram.org/members/index.cfm?pageID=50>
	4. Use the images on the following page to complete the Occupational Risk Assessment Test correctly (ORAT)
5. Getting Medical Center Computer User Name and Password:
	1. <https://my.osu.edu/user/medCenterGuestProcessDoc>
	2. Principal investigator needs to request access for you (provide him with your first and last name, DOB, last four digits of SSN, personal phone number, external email address (NOT @OSU.edu), and home address.
	3. “Any questions about the MedCenter Login ID and Password may be directed to the Medical Center Help Desk: 614-293-HELP (4357).”
	4. If you are not an employee of the Wexner Medical Center, you must ask your Project Leader to complete a guest access request. Once you have been given a medical center email address and username, you must call the Medical Center Help Desk to set up your password.
6. The following is the instructions for the Project Leader to complete the guest access request:
	1. log into my.osu.edu login
		1. once logged in at the left side click on new medical center guest relationship
		2. once that is done, please ask your project leader to go to eServices on OneSource
	2. From eServices
		1. Login
		2. Click on “On-Boarding Form Request” at the right
		3. Fill that out and check out
7. Work with project leader(s) to establish a shadowing/ training schedule

ORAT Images:

