Victoria Hand Project (VHP) Team Rules and Responsibilities

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All persons participating with VHP, must agree to follow the Rules and Responsibilities described in this document.

About & Mission Statement

- About: The Victoria Hand Project (VHP) is a not-for-profit corporation based in Victoria, BC. It is operates independently of UVic to achieve its mission statement. It is currently using space within the BDSL lab at UVic.

- Mission Statement: Promote health and relieve poverty by providing upper-limb prosthetics to amputees in need, who have limited or no access to prosthetic care.

- We provide a sustainable solution with three key aspects:

  - ✓3D printing production/fabrication to make prosthetics locally in the areas where they are needed;

  - ✓professional care to amputees through clinical intermediaries with medical practitioners;

  - ✓training and ongoing support for both the production of prosthetics and the fitting process.

VHP Team

These are people you may see around the lab!

Name	Role
Nick Dechev	Executive Director
Michael Peirone	Chief Operating Officer
Kelly Knights	Biomedical System Designer

Please check out the full VHP Team at: https://www.victoriahandproject.com/the-team

VHP Team Responsibilities

VHP Exec. Members:

- Perform specific duties in the VHP program;
- Perform duties in a specific timeframe coordinated with the team;
- Supervise VHP Volunteers;
- Document & record your work;
- Be ethical & responsible in your work;
- Be courteous and professional with VHP team;

VHP Volunteers:

- Learn new skills to conduct your work;
- Learn from, and assist others in the VHP team;
- Document & record your work;
- Perform duties in a specific timeframe coordinated with the team;
- Be ethical & responsible in your work;
- Be courteous and professional with VHP team;
- Have fun and contribute to a great cause!

Working with VHP Team- Part 1

Maintain a good working relationship with all in the VHP team (VHP members, staff, & volunteers).

- These people may be your future colleagues and friends.
- Good relationships will foster your education, work, and career.

Learn from experienced VHP team members and follow directions of supervisors:

- Learn from the experience, expertise, and skills of others.
- Ask for help when you have a difficulty, but don't expect someone to do work for you.
- When you ask for help, the objective is for you to learn a new skill/technique/method that will save you significant time and help you master the skill for yourself.

Working with VHP Team- Part 2

Perform duties in a specific timeframe coordinated with the team.

- Work toward the completion time/deadline when you are assigned a task (or if you undertake a task), and get it done on time.
- It is highly important to complete work on time, since it can stall other people's work during a complex project that requires coordination.
- If you believe you might not achieve a task within the allotted time, tell your supervisors and others with as much notice as possible.

Importance of Literature Review:

- The broader your knowledge base is, the more tools you have to work with when you encounter a problem.
- Literature review requires you to spend significant time & effort to see what others "have done" and "are doing" in the area!
- Literature review never ends throughout your career and work! Things are always changing, and you must stay up to date.

Working with VHP Team- Part 3

Keep your workplace tidy and clean

- VHP often has visitors to the lab, such as academic visitors, donors/sponsors, business persons, students, and others.
- Don't leave food or garbage on the tables.
- If you make a mess/spill, clean it up right away! It is your personal responsibility to clean up after yourself.

If you are sick (cold, flu, other), stay at home

- The laboratory is a compact area and germs are easily spread.
- Wash your hands frequently, or use sanitizer gel.
- If you are sick, act responsibly to prevent spread to others.

Working Under Supervision

- The VHP team expects diligence and good work ethic from all VHP volunteers and members.

- You should motivate and drive yourself independently to complete the various tasks assigned to you within a specific time/deadline.

- When a VHP supervisor requests that you complete work, by a given date, please make sure to get it done. If you encounter/expect difficulty in meeting deadlines, please notify the supervisor immediately.

- If you are confused with a task your supervisor has given you always know that questions are welcome.

VHP Team: Handling Friction – Part 1

- Laboratories are a collection of people that work together, sometimes socialize together, and sometimes conflict with each other. Conflicts at some level are almost inevitable.

- Friction in the lab will affect the working environment of everyone in the lab. If people do not conduct themselves professionally, it can lead to conflict.

- You should always foster an atmosphere of <u>professionalism,</u> and <u>behave professionally</u>. Try not to react to circumstance.

- If you are unsure how to handle a situation, ask for help. Also consider: "how will this affect the work environment for everyone?" and "how will my actions reflect on me?" then act accordingly.

VHP Team: Handling Friction – Part 2

- Learning to work with others is highly important for your career.

- Friction issues can be brought to the attention of Dr. N. Dechev, who will listen to both sides. If necessary, he will consult with other VHP members, and the matter may be brought to the attention of the Board of Directors of the Victoria Hand Project.

- If Dr. Dechev and the affected VHP members/volunteers are unable to resolve friction issues in an reasonable way, Dr. Dechev has the right to suspend that person from further participation in VHP and access to any VHP materials.

Working in UVic's BDSL Laboratory

- The Victoria Hand Project presently operates on the grounds of the University of Victoria, inside the Biomedical Design and Systems Laboratory (BDSL), within the Faculty of Engineering.

- The BDSL is Dr. N. Dechev's research laboratory, in which he conducts his academic research program and activities.

- The BDSL has various undergraduate and graduate students affiliated with the research activities conducted there.

- The BDSL has various equipment, computers, and other tools which are used to conduct the research activities.

- Access to the BDSL and BDSL equipment/computers/tools is at the discretion of Dr. N. Dechev, who has the right to suspend access to any person, for any reason, without prior notice.

Keep Work Records and Archive Data

- Keeping a good lab notebook and collecting data is a valuable professional skill. Your work should be clearly documented, to a sufficient degree that other VHP members can understand it. <u>Undocumented work is not an effective use of time</u>.

- Notebook info needs to be clear and detailed. These details are very often needed a year or more later, for troubleshooting a problem, preparing documents, or other. If you did not make an accurate record, it becomes impossible to troubleshoot or write documents.

- Data collection and organization is your responsibility and a top priority. Data may include: pictures, scans, files, MS Word or Excel documents, etc. You need to keep it organized and <u>backed up</u>.

Ethics/Honesty with Work and Data – Part 1

All your work/experiment data must be honestly acquired and reported:

1. A rule of thumb - when an experiment works, it works really well, and it is easily repeatable.

2. For work/experiments that are setup well, negative results can be very informative and helpful in guiding one's thinking. You must always be objective and honest. True/real results are the only way to progress in work and research.

3. Negative experimental results may sometimes cause thoughts or cause pressure to modify results. (i.e., maybe you want/feel that you should discard or "correct the data" to get the "right" results). NEVER "correct, modify or adjust" experimental results. Simply record the outcome "as is" and review the results at a later time.

Ethics/Honesty with Work and Data – Part 2

4. If you report or publish dishonest "results", someone will discover it, since false experiments or false results will not be repeatable.

5. Unethical conduct, or dishonest practice is not a pathway to a career, and it badly damages the reputation and credibility of the VHP.

6. If any unethical conduct/behavior is found, or if dishonest practice or actions are done, or dishonest results are reported, your participation in VHP will be suspended, and access to the BDSL laboratory will be revoked. The matter will be reviewed by the VHP board of Directors, and VHP retains the right to terminate any person from further participation in VHP.

Computer Policy – Part 1

- The computers in the VHP laboratory are the property of the BDSL (i.e. Dr. Dechev) and/or the University of Victoria.

- Generally, computers are shared by VHP lab members.

- Dr. Dechev and Barry Kent (UVic System Administrator) must have access (and hence the password) to all laboratory computers.

- DO NOT USE YOUR PERSONAL PASSWORD FOR LAB COMPUTERS. Only use the laboratory password provided to you by Dr. Dechev or Barry Kent.

Computer Policy – Part 2

- When multiple persons must use a BDSL lab computer, all persons must obey the following rules:
  - (a) Inform other users of the computer, that you plan to use it, and when.
  - (b) Only use/access files & data from your own account. You are NOT PERMITTED to use, copy, access or view any files in other user accounts.

- Do not put personal (non-work related) data or personal programs on any BDSL computers. These are research machines and are only for VHP/research/academic purposes.

- Only software approved (in writing by email by Dr. Dechev) may be installed on BDSL computers. No Exceptions!

- If you are doing computer work that requires back up, make sure to back up to the Google Drive often. If you need assistance ask for help. Never copy any other information from the BDSL computers without approval (see next page). As mentioned, do not copy, access, or view any files of other VHP members, UVic students, or user accounts without permission.

Data / Information Policy – Part 1

- All VHP Data and Information remains the property of the VHP and cannot be copied, provided or disclosed to any external persons, without the prior written permission of Dr. N. Dechev.

- All BDSL Data and Information remains the property of the BDSL and cannot be copied, provided or disclosed to any external persons, without the prior written permission of Dr. N. Dechev.

- Examples of VHP or BDSL Data include: experimental data or results, simulation results, literature/internet review reports, or other data gathered during research/work carried out by the VHP.

- Examples of VHP or BDSL Information include: our developed algorithms, our developed software, our emails and correspondence, details of our research and work, details of publications before they are published, and other similar info.

- Note: Some VHP/BDSL Data and Information are "confidential amputee patient records, data and images." There may be serious legal consequences if the rules described herein are violated.

Data / Information Policy – Part 2

- In some cases, VHP and BDSL Data/Information is stored in Google Drive, Dropbox, or other internet-based data storage systems (cloud-data storage).
  - All rules (on pages 16, 17, 18 and 19) regarding VHP and BDSL Data/Information still apply regardless of the use of cloud-data storage.
  - All VHP and BDSL Data/Information stored on the cloud-data storage remains the property of the VHP and BDSL and cannot be copied, provided or disclosed to any external persons, without the prior written permission of Dr. N. Dechev.
  - Only access portions of the cloud-data as you have been granted permission.
  - Never copy any VHP and BDSL Data/Information from the cloud-data storage without approval. As mentioned, do not copy, access, or view any files of other user accounts.
  - If anyone violates the Computer/Data/Information Policy (pages 16, 17, 18 and 19) , your participation in VHP will be suspended, and access to the BDSL laboratory will be revoked. The matter will be reviewed by the VHP board of Directors, and VHP retains the right to terminate any person from further participation in VHP. In some cases, legal action may be pursued.

Intellectual Property Policy

- If any intellectual property (IP) is developed from your work or volunteer efforts with VHP, you are bound to work with the VHP Director(s) to protect the IP. IP sharing will be assessed on a case by case basis, and any agreement must be made in writing.

- All intellectual property (IP) developed will become the sole property of the VHP. Exceptions to this can be made by "written agreement" with VHP.

Responsibilities of the VHP Supervisor

- The Supervisor's role is:

 (in order of importance)

A. To mentor and teach VHP volunteers and/or members

B. To provide VHP volunteers and/or members with the resources (knowledge, equipment, space, and support) to achieve their tasks/goals.

C. To guide the VHP volunteers and/or members through the tasks.
    - Projects/tasks are normally within the scope of the Supervisor's expertise. In such cases, they can provide direct knowledge and expertise on the subject.
    - In some cases your project/task will lead you to new areas not known by anyone. In this case, supervisors can only provide you with guidelines, experience, and suggested approaches in the area.

Responsibilities of the VHP Supervisor

D. To evaluate the VHP volunteer's and/or member's work via verbal or written review, or review of reports, or presentations.

E. To casually evaluate the VHP volunteer's and/or member's work – helping them to think through the task, identify strengths and weaknesses, and consider future directions.

F. The supervisor advocates the career of the VHP volunteers and/or members by:

- Teaching them new skills and knowledge
- Introducing them to people in the field at meetings and conferences
- Recommendations via reference letters for future opportunities

Acceptance of Rules, Responsibilities, Terms and Conditions

When you have read this document, please return to the website and fill out the Google Form Acceptance of Rules, Responsibilities, Terms and Conditions.

The password is HAND.