RESEARCH READINESS: Research Coordinator Checklist

- To sign up for **Connect Care Research Communications**, including event invites, email **cc.research@ahs.ca.** Please note, if you have already signed up to receive these communications, you do not need to sign up again.
- For questions regarding the study intake process or approvals related to your study,contact **Research.Administration@ahs.ca**
- For questions related to training requirements and role assignment, contact **HSAResearchITAccess@ahs.ca**.

Getting Started and Points for Consideration

Awareness

- ☐ Where possible, attend all research readiness events in preparation for launch that include the following webinars, offered via Zoom:
  - An Introduction to Research in Connect Care Overview;
  - A Day in the Life of a Research Coordinator;
  - A Day in the Life of a Principal Investigator; and
  - Research Conversion: Part 1 and 2 webinars

  To view previous webinars please visit the Health System Access website and look under 'Presentations & Videos'.
- ☐ View all available resources on the HSA website.
- ☐ Sign-up for the Clinical Inquiry Monthly Newsletter
- ☐ Review Connect Care resources on Insite. Wave specific resources are available as per the following link: Connect Care Waves
- ☐ Identify a Connect Care Research Super User to represent your team/area and send their contact information to cc.research@ahs.ca.

Connect Care In-scope Study Information

- ☐ Review in-scope study information criteria as per the following:
  - Interventional trials and device studies
  - Research-specific visits that will be scheduled in Connect Care
  - Requires the use of recruitment tools, or research-study specific order entry or documentation
  - Requires release of information to outside study monitors
  - Coordinators require notifications of ED arrivals or admissions
  - Incorporates billable items (i.e. observational studies with labs or other testing)
- ☐ Respond to communications related to gathering information on research staff and studies
- ☐ Tell us about your study and what you do for the study

  (e.g. respond to Study Requirements and User Access emails)
- ☐ Tell us about your study-related drugs and investigational medications by completing and submitting a drug record creation template for your study
- ☐ Validate your details

  (e.g. A study contact will be contacted by email or phone, if needed, to have an advisor from HSA validate study requirements)

Training
☐ Tell us what Connect Care research role and training you need, and follow the steps to schedule the required training (e.g. respond to Training Requirements email)
☐ Receive AHS credentials (if you are not an AHS employee) & training instructions
☐ Log-on to My Learning Link and complete the required e-learnings prior to classroom orvirtual training
☐ Attend classroom or virtual training as required for your training role. For detailed information please visit the HSA webpage under 'training resources' at CC Research Training Requirements and Sequencing
Conversion
☐ Fill out a patient association template to use during conversion
☐ Keep patient statuses and linkages up-to-date in preparation for Connect Care launch
☐ Schedule research conversion time to verify your study record, perform patient association, and link patient visits
Launch
☐ Perform in-system workflows
☐ With patient enrollment into a study, continue patient associations and status updates.
☐ Contact the Connect Care IT Team to resolve emergency requests (including login or device concerns) at 1-877-311-4300. Submit a Connect Care IT ticket to resolve non-emergency requests.