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 or virtual 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.