Connect Care Research Readiness Checklist – Research Study Coordinator

**Awareness**
- Attend or view a Research Overview demo or webinar
- Attend the seminar or view the recording of “A Day in the Life of a Research Coordinator”
- Sign-up for the Connect Care Research & Analytics newsletter
- Attend the Connect Care Research Wave 1 Community of Practice
- Review Connect Care resources on Insite and/or the AHS website
- Identify a Connect Care Research Super User contact
- Attend Connect Care Research Office Hours as required to answer questions

**Connect Care In-scope* Study Information**
- 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 Census #2: Study Requirements and User Access)
- 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 Provincial Research Administration validate study requirements)

**Training**
- Tell us what training you need (e.g. respond to Census #1: Training Requirements)
- Schedule and confirm training dates with Connect Care research (over the phone)
- Super-users confirm classroom assistant training dates
- Receive credentials & training instructions
- Log-on to My Learning Link and perform on-line training requirements
- Attend classroom training as required for your training track

**Conversion**
- Fill out a patient association template for my studies to bring to the classroom
- Schedule classroom lab time to activate my study record, perform patient association, and link patient visits
- Keep patient statuses and linkages up-to-date in preparation for go-live

**Launch**
- Perform research study workflows in-system and continue patient associations and status updates as patients are enrolled to the study.
- Visit the Connect Care Research command centre to resolve emergency requests
- Submit research application support tickets (non-emergency) to IT