Connect Care

Wave 4 Research Coordinator Checklist

WAVE 4 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
☐ View a Research Overview webinar, the presentation is available on the Health Systems Access (HSA) website under 'Presentations & Videos'. ☐ View all available resources on the Health Systems Access (HSA) website. ☐ Sign-up for the Clinical Inquiry Monthly Newsletter ☐ Review Connect Care resources on Insite. Wave 4 resources are available as per the following link: https://insite.albertahealthservices.ca/cis/Page25315.aspx ☐ Identify a Connect Care Research Super User to represent your team/area and send their 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 training you need (e.g. respond to Training Requirements email)
☐ Schedule and confirm training dates with Connect Care Learning team
☐ Receive credentials & training instructions
☐ Log-on to My Learning Link and complete the required eLearnings 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 Wave 4 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 go-live
☐ Schedule conversion time to activate your study record, perform patient association, and link patient visits
Launch
☐ Perform in-system workflows, continue patient associations and status updates as patients are enrolled to the study.
☐ Contact the Connect Care Research Support Team to resolve emergency requests, as outlined on the HSA website at Research Support Team_2020Aug26.pdf (ahsnet.ca)
☐ Continue to submit research application support tickets (non-emergency) to IT