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