## Connect Care Research Readiness Checklist Wave 2 – Research Study Coordinator (RSC)

### Awareness
- View a Research Overview demo or webinar
- View the HSA website to access all available resources and recording of “A Day in the Life of a Research Coordinator” on the Health Systems Access (HAS) website [https://extranet.ahsnet.ca/teams/AHSRA/SitePages/Home.aspx](https://extranet.ahsnet.ca/teams/AHSRA/SitePages/Home.aspx)
- Sign-up for the Clinical Inquiry Monthly Newsletter
- Review Connect Care resources on Insite and/or the AHS website [https://insite.albertahealthservices.ca/cis/Page12170.aspx](https://insite.albertahealthservices.ca/cis/Page12170.aspx)
- Identify a Connect Care Research Super User contact

### 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 email)
- 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 Research Support Team
- Receive credentials & training instructions
- Log-on to My Learning Link and perform on-line training requirements
- Attend classroom or virtual training as required for your training track

### Conversion
- Fill out a patient association template for my studies to use during conversion
- Keep patient statuses and linkages up-to-date in preparation for go-live
- Schedule lab time to activate my study record, perform patient association, and link patient visits
Launch

☐ Perform research study workflows in-system and continue patient associations and status updates as patients are enrolled to the study.

☐ Contact the Connect Care Research Support Team to resolve emergency requests (please refer to the attached document

August 2020 - Research Communic

☐ Continue to submit research application support tickets (non-emergency) to IT