DRAFT

Scholarly QI Study/ Project, Education Scholarship, or Program Evaluation

General Research

Clinical Trial

Complete the **ARECCI Ethics Guideline Tool** Available under 'Forms'

Contact the Clinical Research & QA Specialist sarker.faisal@wchospital.ca
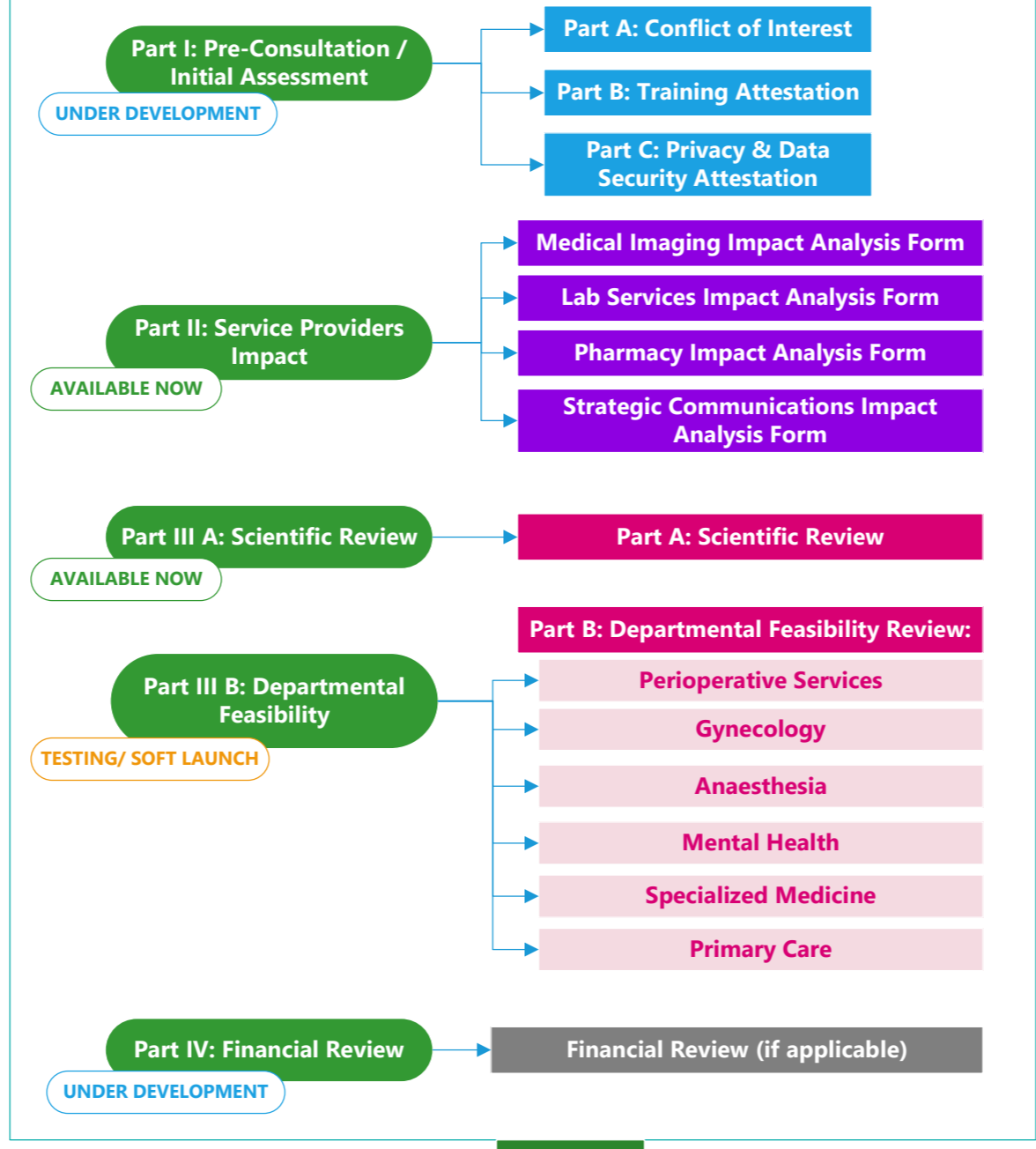
- The "CENTRAL FORM" in REDCap encompasses all parts of Step 2 including I, II, III, and IV.
- Parts I, II and III can be completed concurrently.
- **Only applicable sections will need to be completed.**
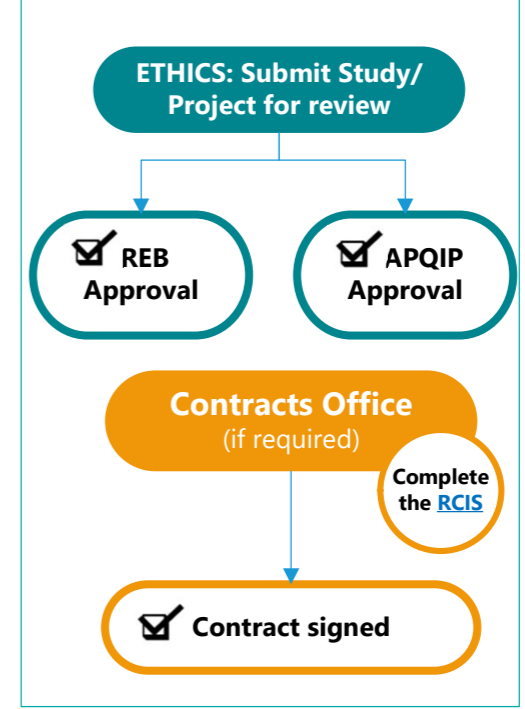- REDCap* access is required.

Step 1: WCH Initiation Form

*Recommended

- Academics has developed an electronic tool to help teams successfully initiate projects and studies
- PI or Project Lead will require a WCH email address to proceed further beyond this tool
- Comprised of a series of survey questions specific to the team's project or study concept
- Determines what resources a team needs to move forward and begin their study or project
- Once the form is completed an automatic checklist is generated outlining key contacts, links, resources, and other essential information to launch a project or study
- Information from the initiation form will never be collected or fed into other systems
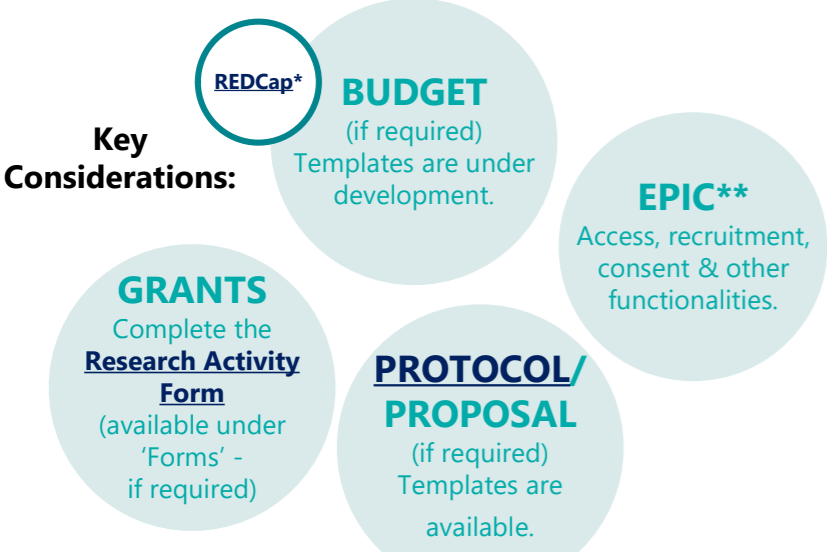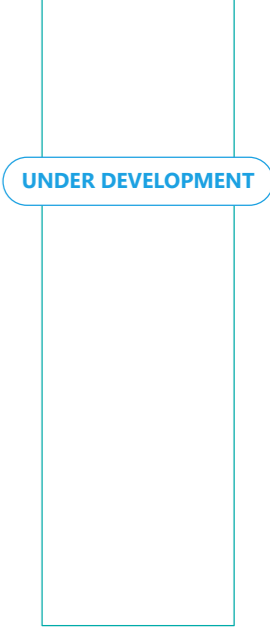
GET STARTED

Step 2: Reviews & Approvals

Part I: Pre-Consultation / Initial Assessment
UNDER DEVELOPMENT

- **Part A: Conflict of Interest**
- **Part B: Training Attestation**
- **Part C: Privacy & Data Security Attestation**

Part II: Service Providers Impact
AVAILABLE NOW

- **Medical Imaging Impact Analysis Form**
- **Lab Services Impact Analysis Form**
- **Pharmacy Impact Analysis Form**
- **Strategic Communications Impact Analysis Form**

Part III A: Scientific Review
AVAILABLE NOW

- **Part A: Scientific Review**

Part III B: Departmental Feasibility
TESTING/ SOFT LAUNCH

Part B: Departmental Feasibility Review:
- **Perioperative Services**
- **Gynecology**
- **Anaesthesia**
- **Mental Health**
- **Specialized Medicine**
- **Primary Care**

Part IV: Financial Review
UNDER DEVELOPMENT

- **Financial Review (if applicable)**

Once completed, the PI/Study Lead will be issued a **Pre-REB/APQIP Certificate**

Step 3: Ethics & Contracts

ETHICS: Submit Study/ Project for review

- ☑ **REB Approval**
- ☑ **APQIP Approval**

Contracts Office (if required)

Complete the **RCIS**

☑ **Contract signed**

Step 4: Institutional Approval

UNDER DEVELOPMENT

Key Considerations:

REDCap*

BUDGET (if required) Templates are under development.

EPIC** Access, recruitment, consent & other functionalities.

GRANTS Complete the **Research Activity Form** (available under 'Forms' - if required)

PROTOCOL/ PROPOSAL (if required) Templates are available.

(*) For REDCap access, please email REDCap@wchospital.ca

(**) Contact Rodica.Balaci@wchospital.ca

Additional Considerations:

Procurement

Cost Centre

Hiring & Onboarding

Space