



# Connect Care

## Research Coordinator Checklist

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### RESEARCH READINESS: Research Coordinator Checklist

- To sign up for **Connect Care Research Communications**, including event invites, email [cc.research@ahs.ca](mailto: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](mailto:Research.Administration@ahs.ca)
- For questions related to training requirements and role assignment, contact [HSAResearchITAccess@ahs.ca](mailto:HSAResearchITAccess@ahs.ca).

#### Getting Started and Points for Consideration

##### Awareness

- Where possible, attend all research readiness events in preparation for launch that include the following webinars, offered via Zoom:
  - An Introduction to Research in Connect Care Overview;
  - A Day in the Life of a Research Coordinator;
  - A Day in the Life of a Principal Investigator; and
  - Research Conversion webinarTo view previous webinars please visit the Health System Access (HSA) [website](#) and look under 'Presentations & Videos'.
- View all available resources on the HSA [website](#).
- Sign-up for the Clinical Inquiry Monthly Newsletter by emailing [cc.research@ahs.ca](mailto:cc.research@ahs.ca).
- Review Connect Care resources on [AHS - Insite](#).
- Identify a Connect Care Research Super User to represent your team/area and send their contact information to [cc.research@ahs.ca](mailto: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
  - Requires the use of recruitment tools, or research-study specific order entry or documentation
  - Requires release of information to external 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 (i.e., 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 (i.e., a study contact will be contacted by email or phone, if needed, by an HSA Advisor to validate study requirements)

### Training

- Tell us what Connect Care research role you require, and follow the steps to schedule the required training (i.e. respond to Training Requirements email)
- Receive AHS credentials (if you are not an AHS employee) & training instructions
- Log-on to [My Learning Link](#) and complete the required e-learning prior to classroom or virtual training
- Attend training as required for your Connect Care research role. For detailed information please review the document titled 'CC Research Training Requirements and Sequencing' [HSA webpage](#) under 'Training Resources'

### Conversion

- Fill out a patient association template to use during conversion
- Keep patient statuses and linkages up-to-date in preparation for Connect Care launch
- Schedule research conversion time to verify 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 into a study
- Contact the Connect Care IT Team to resolve emergency requests (including login or device concerns) at 1-877-311-4300, OR
- Submit a [Connect Care IT ticket](#) to resolve non-emergency requests.

