

## RESEARCH & QUALITY PROJECTS

**Document Owner:** C. Petrie      **Program/Service Area:** Centre for Prehospital Care      **Issue Date:** February 2018  
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**Approval:** Corey Petrie, Interim Regional Manager,  
Centre for Prehospital Care & Trauma Services      **Takt Time:** Variable; **Cycle Time:** As required

**Signature:**



**Purpose:** To provide a standardized process to propose, plan, acquire data, and complete interventional studies, retrospective chart reviews, and/ or program evaluations

|    | Content                                                                                                             | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Research hypothesis or quality improvement question                                                                 | Complete research/quality project request form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. | Team formation                                                                                                      | Identify research team members as required; may include: <ul style="list-style-type: none"> <li>• Project Requestor (PR)</li> <li>• Project Lead (PL)</li> <li>• Research Principal Investigator (PI)</li> <li>• Medical Director and/or Advisor (MD)</li> <li>• Data Management Lead (DML)</li> <li>• Paramedic Practice Coordinator (PPC)</li> <li>• Other</li> </ul>                                                                                                                                                                                                                                                                               |
| 3. | Preliminary meeting between BH senior leadership and research team to discuss proposed project and BH requirements. | Determine: <ol style="list-style-type: none"> <li>1. Project question, knowledge to date and relevance for prehospital medicine</li> <li>2. Data requirements, data availability, and data limitations</li> <li>3. Other possible data sources</li> <li>4. Privacy requirements</li> <li>5. Requirement of approvals from and/or data sharing agreements with services whose data will be required</li> <li>6. HSN Research Ethics Board (REB) approvals (if required)</li> <li>7. Process to obtain data (for external data requests)</li> <li>8. Required BH resources</li> <li>9. Costs of preparing data file (external data requests)</li> </ol> |
| 4. | Preliminary protocol                                                                                                | Include: <ol style="list-style-type: none"> <li>1. Brief description of the proposed work including the scientific context as applicable and interest in this project (one or two paragraphs)</li> <li>2. Research questions/hypotheses</li> <li>3. Inclusion/exclusion criteria</li> <li>4. Estimated sample size (number of records required)</li> <li>5. Time period of data</li> </ol>                                                                                                                                                                                                                                                            |

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|-----|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                              | <p>6. Brief description of proposed data analyses (analytic method, primary analyst)</p> <p>7. Timeline of project progress: data analysis, first draft of manuscript circulated to co-authors, revisions, planned conference presentations and/or publication (completion of data analysis and first draft of the manuscript are expected within 1 year of receipt of the data as well as submission of a biannual progress report as applicable.</p> |
| 5.  | Review, revision and approval of protocol                                                    | Completed by research team                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6.  | Costing                                                                                      | Research team engages BH senior leadership to prepare cost estimate based on resource requirements, if applicable.                                                                                                                                                                                                                                                                                                                                     |
| 7.  | Presentation of protocol or quality question to Quality of Care Committee (QCC) for approval | Include revision, resubmission, and approval of revision as requested by medical council                                                                                                                                                                                                                                                                                                                                                               |
| 8.  | REB approval(s)                                                                              | PI/QIL obtains approval from external facilities and from HSN REB when applicable.                                                                                                                                                                                                                                                                                                                                                                     |
| 9.  | Data sharing                                                                                 | QIL obtains all necessary data sharing agreements as required in conjunction with BH senior leadership.                                                                                                                                                                                                                                                                                                                                                |
| 10. | Confidentiality agreements                                                                   | QIL ensures confidentiality agreements are signed when applicable                                                                                                                                                                                                                                                                                                                                                                                      |
| 11. | Data delivery                                                                                | For externally requested chart reviews, BH prepares and securely delivers de-identified data file as per costing agreement.                                                                                                                                                                                                                                                                                                                            |
| 12. | Reporting                                                                                    | PI and/or delegate make periodic progress reports to QCC as per time line.                                                                                                                                                                                                                                                                                                                                                                             |
| 13. | Knowledge sharing                                                                            | PI/QIL/Project Requestor may meet with participating MD and Paramedic Service participants to discuss results and interpretation as requested.                                                                                                                                                                                                                                                                                                         |
| 14. | Review and approval first draft                                                              | PI/QIL/Project Requestor circulates first draft of conference abstract or manuscript to BH for comments and revises as needed.                                                                                                                                                                                                                                                                                                                         |
| 15. | Review and approval final draft                                                              | PI/QIL/Project Requestor circulates final draft of manuscript, poster, or oral presentation.                                                                                                                                                                                                                                                                                                                                                           |
| 16. | Ethics closure                                                                               | PI/QIL closes research study with HSN REB                                                                                                                                                                                                                                                                                                                                                                                                              |