

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: • Project Requestor (PR) • Project Lead (PL) • Research Principal Investigator (PI) • Medical Director and/or Advisor (MD) • Data Management Lead (DML) • Paramedic Practice Coordinator (PPC) • Other
3.	Preliminary meeting between BH senior leadership and research team to discuss proposed project and BH requirements.	Determine: 1. Project question, knowledge to date and relevance for prehospital medicine 2. Data requirements, data availability, and data limitations 3. Other possible data sources 4. Privacy requirements 5. Requirement of approvals from and/or data sharing agreements with services whose data will be required 6. HSN Research Ethics Board (REB) approvals (if required) 7. Process to obtain data (for external data requests) 8. Required BH resources 9. Costs of preparing data file (external data requests)
4.	Preliminary protocol	Include: 1. Brief description of the proposed work including the scientific context as applicable and interest in this project (one or two paragraphs) 2. Research questions/hypotheses 3. Inclusion/exclusion criteria 4. Estimated sample size (number of records required) 5. Time period of data

		6. Brief description of proposed data analyses (analytic method, primary analyst) 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.
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