Tips for Completing the Hospital Departmental Impact & Information Form

- Log into the **TRAQ Researcher Portal (http://www.queensu.ca/traq/signon.html)**
- Click on **Useful Links** at the top right-hand corner
- Click on **AWARDS - Hospital Department Impact & Information Form** link to open the form, which can be completed and saved to your shared drive and attached to the TRAQ DSS FORM application
- Complete the form, as described below

Alternatively,

- Log into the **TRAQ Researcher Portal (http://www.queensu.ca/traq/signon.html)**
- Click **Apply New**
- Under **Awards**, click **TRAQ DSS FORM**
- Once you open **TRAQ DSS FORM,** under **Attachments** Tab, click **Hospital Departmental Impact and Information Form** link to open the form, which can be completed and saved to your shared drive and attached to the TRAQ DSS FORM application
- Complete the form, as described below

Page 1: Project Identifiers

- Provide the PI Name, Title of Project, Study Protocol Number (if available) and indicate if Project is Investigator-or
  Industry-led
- Provide the Contact Info for person who can provide more details if requested

A. Briefly describe how your research will impact various hospital departments

Please provide a basic overview of how the project will impact the various hospital departments. For example:

- How many and which type of patients will you be approaching to recruit as potential participants?
- What clinics, surgery or other hospital space you will be entering to recruit, consent, distribute or administer questionnaires/surveys, collect specimens, carry out testing, etc.?
- How often you will be entering the clinics, surgery or other hospital space for these purposes (e.g. daily, weekly, monthly)? For how long? Include the expected duration (*i.e. 4 weeks*) and end date of study (*i.e. Spring 2017*).
- Will you require hospital staff to assist and/or will your research staff/students/trainees be carrying out the various research activities in the hospital space?
- Will you need to access medical records for subject recruitment purposes or data collection?
- Will you require laboratory services to process, store or ship your biological samples/specimens (if YES, please complete the "KGH/HDH Laboratory Services Study Request Form" and attach it to TRAQ DSS FORM)?
- Will you require access to the clinics, surgery or other hospital space to collect biological samples/specimens, which will be transported back to your laboratory within the hospital or on Queen's campus (e.g. Botterall Hall, Cancer Research Institute, School of Kinesiology)?
- Will you require pharmacy services to receive, store, prepare, administer, monitor a study drug (if YES, please complete the "KGH/HDH Pharmacy Services Study Request Form" and attach to TRAQ DSS FORM)?
- Will your project requires Decision Support services to find your participants and/or pull patient data?

NOTE: If none of the above is applicable, check the appropriate boxes listed under Section A.

B. Specify exact hospital resources needed beyond usual care/standard of care

Please provide details on the specific hospital resources required (staff, equipment, supplies, space, medications, testing, etc.) that are beyond usual care/standard of care. For example, do you require:

- Additional phlebotomy services for blood draws that are above standard of care (e.g. need pre- and post-PK blood draws, DNA, RNA blood draws every study visit, or more often than standard of care visits)?
- An ECG technician to perform ECGs that are above standard of care (e.g., 3 ECGs 2 minutes apart per study visit)?
- The laboratories to process and analyze biological samples/specimens above standard of care (e.g. additional test or bloodwork every study visit when standard of care is certain tests only every 6 months)?
- The use of hospital equipment (e.g. IV pump), supplies and/or medications above standard of care?
- Pharmacy services to receive, store, enter in IVRS system, prepare, etc. study drugs as part of your study?
- A certain piece of surgical equipment, device or product to be used more often for your research project on patients when the standard of care is another brand?
- Hospital staff to carry out any of your various research activities during their normal work hours for the delivery of patient care?

NOTE: If none of the above is applicable, check the appropriate boxes listed under Section B.

C. Specify how the use of hospital resources will be reimbursed

- For Hospital-based research projects, you must provide a description of how you plan to reimburse the hospital for the additional costs above and beyond the usual care/standard of care. Research study budgets should include these costs. ***It is important for researchers to consult early with the various hospital departments (Hospital Operational Directors (HODs)) to get an estimate (e.g. lab, pharmacy, and imaging costs, salary and benefit recovery for hospital staff used, supplies, equipment, and medication costs) to help develop their budgets. The TRAQ DSS FORM MUST be submitted at least 15 business days in advance of the funding agency deadline. It is also recommended that PIs consult with HODs well in advance of the deadline (> 1 month) to discuss any issues involving impact on patient flow, budgeting for hospital services and cost recovery, etc.***
  - To contact one of the HODs or Research Directors, please check out these links for a complete list of emails and telephone numbers: *http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents* and *http://www.kgh.on.ca/research/researchers-staff-trainees*.
- Hospital department(s) will invoice the researcher and costs can be recovered from researchers' research accounts set up for the project at Queen's or one of the hospitals/hospital research institutes.

NOTE: If none of the above is applicable, check the appropriate boxes listed under Section C.

D. and E. Check off type of research activities to be carried out by hospital staff and/or research personnel

- Check off all boxes applicable related to research activities that will be carried out by hospital staff and/or research staff, students and/or trainees (research personnel) within hospital departments for your study.

NOTE: If none of the above is applicable, check the appropriate boxes listed under Section D and Section E.

F. Describe how the research activities will be coordinated within the existing flow

Describe how your research activities will be coordinated within the various hospital departments and impact existing patient care flow. For example:

- The research coordinator will approach patients during their outpatient clinic visit at the hospital and ask if they are interested in hearing more about the study while they are waiting to see the physician. Consenting and study testing procedures will take place in the outpatient clinic visit area by the research coordinator but will not impact the standard of care visit.
- The research coordinator will review patient charts of study participants. At a designated hospital workstation or at their research office, they will extract data from the participant's medical charts related to bloodwork and imaging tests already completed as part of their standard of care.
- During a normal standard of care visit, the phlebotomist will take an extra two vials of blood during their normal collection for the research study. Vials will be provided by the research coordinator.
- A research coordinator will come to the laboratories and/or surgical areas and collect biological specimens to be processed and analyzed at a research laboratory located in Botterell Hall.

NOTE: If none of the above is applicable, check the appropriate boxes listed under Section F.

G. Provide any additional information

- Please provide any additional information that may be relevant to assist the various hospital operational directors in making a decision to approve your study

NOTE: If none of the above is applicable, check the appropriate boxes listed under Section G.

Need Help?

- For questions regarding Hospital-based Research, please contact:
  - Kingston General Hospital Research Institute: Lisa McAvoy, 613-549-6666 ext. 3344, mcavoye1@kgh.kari.net
  - Hotel Dieu Hospital Kingston Research Institute: Shari Glustein, 613-544-3400, ext. 2115, glustes@hdh.kari.net
  - Providence Care Research Institute: Sally Lake, 613-548-5567 ext. 5645, lakes@providencecare.ca
- To access the "***KGH/HDH Laboratory Services Study Request Form***" or "***KGH/HDH Laboratory Services Study Request Form***", please check out these links: *http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents* or *http://www.kgh.on.ca/research/researchers-staff-trainees*.
- To contact one of the HODs or Research Directors, see the contact information listed at: *http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents* or *http://www.kgh.on.ca/research/researchers-staff-trainees*.
- For general inquiries or technical issues with the TRAQ system, please contact the TRAQ Help Desk. The TRAQ Help Desk is available by email (traq@queensu.ca), or phone: Queen's ext. 78426.