

completed and saved to your shared drive and attached to the TRAQ DSS application.
 Complete the form, as described below.

Alternatively,

- o Log into the TRAQ Researcher Portal (<http://www.queensu.ca/traq/signon.html>)
- o Click Apply New
- o Under Awards, click TRAQ DSS FORM
- o Once you open TRAQ DSS FORM, under Attachments Tab, click Hospital Departmental Impact and Information Form



¾ Will you need to access medical records for subject recruitment purposes or data collection? W W



¾ “Yes” or “No” or “Not applicable” response

¾ If you answered “Yes” to Question 1, identify all individuals who will approach inpatients/outpatients about their potential participation in a research project

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

- ¾ Additional phlebotomy services for blood draws that are above standard of care (e.g. need for post-PRK blood draws, DNA, RNA blood draws every study visit, or more often than standard of care visits)
- ¾ An ECG technician to perform ECGs that are above standard of care (e.g., 3 ECGs 2 minutes apart per study visit)
- ¾ The laboratories to process and analyze biological samples/specimens above standard of care (e.g. additional tests or bloodwork every study visit when standard of care is certain tests only every 6 months)?
- ¾ The use of hospital equipment (e.g. weigh scales, vitals machines, IV pump), supplies and/or medications for research purposes?
- ¾ Annual certification and maintenance checks of standard of care medical equipment used in clinical trials?
- ¾ Pharmacy services to receive, store, enter in IVRS system, prepare, etc. study drugs as part of your study?
- ¾ 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?
- ¾ Hospital staff to carry out any of your various research activities during their normal work hours for the delivery of patient care?



¾ 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 centres.

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

¾ 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 L and Section M.

¾ "Yes" or "No" or "Not applicable" response

¾ If you answered "Yes" to Question M, check all applicable types of access required.

¾ Charges for paper chart pulls vary by Institution (contact Health Information Services at KHSC and/or Clinical Records at PC for current cost)

¾ If you answered "Yes" to Question N, do you need Medical Records stored beyond the KHSC (Patient Records: Medical Records Retention/Destruction) Policy, for research requirements (e.g. 15 years as per Health Canada regulations)? Contact Linda Reason, Policy Coordinator at lreason@providencecare.ca for PC Policy Inquiries.

¾ "Yes" or "No"

¾ If you answered "Yes" to needing medical records to be archived for research purposes, please consult with Health Information Services (KHSC)/Clinical Records as early as possible.

¾ "Yes" or "No" or "Not applicable" response

¾ If you answered "Yes" to Question O, identify all individuals who will carry out the informed consent



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

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- x For questions regarding Hospital-based Research, please contact:
 - o Kingston General Health Research Institute-KGH and HDH Site: Lisa McAvoy, 613-549-6666 ext. 3344, Lisa.McAvoy@kingstonhsc.ca
 - o Providence Care Research Institute: Chetan Phadke 544-4900 ext.52214, phadkec@providencecare.ca
- x To access the KHSC Laboratory Services Study Request Form, KHSC Pharmacy Services Study Request Form "KHSC Clinical Engineering Services Study Request" Form, please check out these links: http://www.queensu.ca/traq/awardsgrantscontracts/supportivedocumentsor_researchersstaff-trainees
- x To contact one of the HODs or Research Directors, see the contact information listed at: [http://www.queensu.ca/traq/awardsgrantscontracts/supportivedocumentsor_researchersstaff & trainees | KHSC Kingston Health Sciences Centre \(kingstonhsc.ca\)](http://www.queensu.ca/traq/awardsgrantscontracts/supportivedocumentsor_researchersstaff-trainees)
- x 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

