

Summary Checklist for all Proposed BCEHS Research Study or Quality Improvement Initiative

Instructions to Researcher: This checklist is an operational review of proposed research within BCEHS and helps to determine the risk, impact and benefit of participating in a proposed research project.

Please complete all sections.

Section A: Overview

Section B: Methods

Section C: Knowledge Transfer/Dissemination

Section D: Funding and Budget

Section E: BCEHS Personnel Requirements

Title of Proposed Research Study:

Date:

Reviewed By:

Section A: Overview of the Proposed Research Study

Information Area	Status (place an X in the appropriate column)			Summary Details Refer to page and paragraph number in the attached proposal	Additional Comments (please add any comments that may not be included in the proposal)
	Included in Proposal	Not Included in Proposal	Not Applicable		
A1. Research team members					
A2. ARECCI* screening tool results (please attach)					
A3. Confirmed sponsoring organization(s)					
A4. Confirmed partner organization(s)					
A5. Background information and/or previous related research (literature review)					
A6. Clearly stated purpose of research					
A7. Clearly stated research question(s) or hypothesis(es)					
A8. Benefits for BCEHS patients and patient care					
A9. Benefits for the Paramedic profession					

Section B: Methods of the Proposed Research Study

Information Area	Status			Summary Details Refer to page and paragraph number in the attached proposal	Additional Comments (please add any comments that may not be included in the proposal)
	Included in Proposal	Not Included in Proposal	Not Applicable		
B1. Duration of the research including start and finish dates					
B2. Location(s) that will be required to collect data (e.g., BC rural, etc.)					
B3. Study population, sample selection method, and sample size (including rationale and any calculations)					
B4. Data collection methods					
B5. Data storage methods					
B6. Data analysis methods					
B7. Patient-related data elements required (e.g., demographics, care provided, etc.)					
B8. Non-patient-related data elements required (e.g., aggregate outcome data, etc.)					

Section B: Methods of the Proposed Research Study continued...

Information Area	Status			Summary Details Refer to page and paragraph number in the attached proposal	Additional Comments (please add any comments that may not be included in the proposal)
	Included in Proposal	Not Included in Proposal	Not Applicable		
B9. Status of ethics approval					
B10. Strategy to protect the privacy of BCEHS patients, personnel, and other organizational data					
B11. Process for BCEHS patients and/or personnel consent					
B12. Risk(s) for BCEHS patients					
B13. Risk(s) for BCEHS personnel					
B14. Process for monitoring research findings (e.g., interim analyses, etc.)					
B15. Process for providing research status reports (including urgent and emerging issues) to BCEHS					

B16. Contingency plans for early shutting down or extension of the research (and availability of funding sources)					
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Section C: Knowledge Transfer/Dissemination of Proposed Research Study Findings

Information Area	Status			Summary Details Refer to page and paragraph number in the attached proposal	Additional Comments (please add any comments that may not be included in the proposal)
	Included in Proposal	Not Included in Proposal	Not Applicable		
C1. Plan(s) for publishing research findings					
C2. Opportunity for Paramedics and BCEHS to be co-investigator/co-author					
C3. Plans for presentation of research findings to BCEHS					
C4. Plans for external presentation of research findings					
C5. Plans to assist BCEHS in translating study findings to action					

Section D: Funding and Budget for the Proposed Research Study

Information Area	Status			Summary Details Refer to page and paragraph number in the attached proposal	Additional Comments (please add any comments that may not be included in the proposal)
	Included in Proposal	Not Included in Proposal	Not Applicable		
D1. Detailed study budget					
D2. Confirmed funding (amount and source)					
D3. Specify what costs you will cover as the researcher and what costs you are asking BCEHS to make as an in-kind contribution					
D4. Process for reimbursing BCEHS for costs					
D5. Contingency plans for obtaining additional necessary funding					

Section E: EMS Personnel Requirements for the Proposed Research Study

Information Area	Status			Summary Details Refer to page and paragraph number in the attached proposal	Additional Comments (please add any comments that may not be included in the proposal)
	Included in Proposal	Not Included in Proposal	Not Applicable		
E1. The proposed role(s) of BCEHS personnel including BCEHS Paramedics, Managers, Directors, Database Personnel and other BCEHS support personnel involved in the research.					
E2. The estimated number of BCEHS personnel required					
E3. The proposed location(s) of BCEHS personnel					
E4. The estimated time requirement for BCEHS personnel for training and study operation.					

This research summary model borrowed with the kind permission of Alberta Health Services