

PROJECT LAUNCH: Service Providers' Impact (Step 2, Part II)

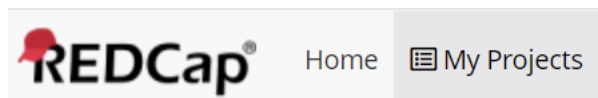
INSTRUCTIONS

1. **Landing page** (if additional information is required) can be found here:
<https://www.womensresearch.ca/launching-a-study-or-project/>

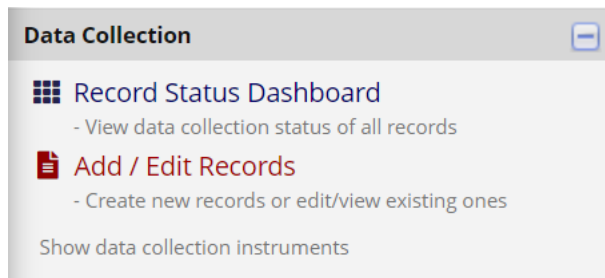
2. Access to REDCap and Project

Please contact redcap@wchospital.ca for access to an internal REDCap account and/or to re-activate your account. You will also need access to the 'Service Providers Impact' project.

3. Go to MY PROJECTS



If you have access, you will see the *Step 2 (Part II): Service Providers Impact* in the Project List; contact redcap@wchospital.ca if it is not there. Click on the project name and then click on Add/Edit Records (on left-hand panel):



4. Click on ADD NEW RECORD

Choose an existing Record ID	-- select record --
	+ Add new record

5. Click on the grey bubble beside the “PROTOCOL” option

Data Collection Instrument	Status
Protocol	<input checked="" type="radio"/>
Step 2 (Part II) Medical Imaging Impact Analysis Form	<input type="radio"/>
Step 2 (Part II): Laboratory Services Impact Analysis Form	<input type="radio"/>
Step 2 (Part II): Strategic Communications Impact Analysis Form	<input type="radio"/>
Step 2 (Part II): Pharmacy Impact Analysis Form	<input type="radio"/>

6. Fill in the form including the PROTOCOL UPLOAD and indicate which services may be impacted (see example below)

Click ‘**COMPLETE**’ in the Form Status drop down and ‘**SAVE & EXIT FORM**’. You can also select ‘incomplete’, and your document will be saved for you to return to later.

Your first name
* must provide value

Your last name
* must provide value

Your WCH email address
* must provide value

Study Protocol Title

Expand

Upload Protocol [Upload file](#)

Please indicate the services that will be impacted by your study:

- Strategic Communications
- Pharmacy
- Medical Imaging
- Laboratory Services

Form Status

In this example, two forms have been selected as seen below.

Please indicate the services that will be impacted by your study:

- Strategic Communications
- Pharmacy
- Medical Imaging
- Laboratory Services

Please indicate the services that will be impacted by your study:


- Strategic Commu
- Pharmacy
- Medical Imaging
- Laboratory Servi

Form Status

Complete? Complete ▾






Lock this instrument?

If locked, no user will be able to modify this instrument for this record until someone with Instrument Level Lock/Unlock privileges unlocks it.

 Lock

[Save & Exit Form](#)

7. Once the PROTOCOL has been uploaded and the form has been completed, the status will change to “GREEN”. You will now be able to see the Impact Analysis Forms for the impacted services.

Data Collection Instrument	Status
Protocol	
Step 2 (Part II) Medical Imaging Impact Analysis Form	
Step 2 (Part II): Laboratory Services Impact Analysis Form	
Step 2 (Part II): Strategic Communications Impact Analysis Form	
Step 2 (Part II): Pharmacy Impact Analysis Form	

8. Click on the bubble for each Impact Analysis Form that is available to you based on your selection

Please complete the Impact Form(s).

If you are not ready to submit the Impact Form(s), please select ‘INCOMPLETE’ and your document will be saved for you to return to later. Otherwise, click ‘COMPLETE’ in the Form Status drop down and ‘SAVE & EXIT FORM’.

In this example, the Laboratory Services Impact Form has been selected and now requires completion:

Step 2 (Part II): Laboratory Services Impact Analysis Form

Editing existing Record ID 54			
Record ID	54		
What is the number of participants expected to impact Laboratory Services?	<input type="text"/>		
* must provide value			
Will the lab be involved in the following? Select all that apply.			
	Yes	No	
Regulatory Visits / Audits	<input type="radio"/>	<input type="radio"/>	
* must provide value			
Phlebotomy / Specimen Collection	<input type="radio"/>	<input type="radio"/>	
			reset

9. Service Providers' Feedback

When you click '**COMPLETE**' in the Form Status drop down and '**SAVE & EXIT FORM**', the Impact Form(s) will be automatically sent to the service provider(s) for their review and feedback.

10. Revisions

When revisions are required (e.g., revised lab services workflow is needed; protocol changes; Impact Form changes, etc.), please locate your existing electronic Impact Form.

Make the appropriate changes (e.g., upload revised protocol) and ensure that the Impact Form has been updated accordingly. Click '**COMPLETE**' in the Form Status drop down and '**SAVE & EXIT FORM**'.

A notification will be sent to the service provider(s) for their review and feedback.

*Please contact REDCap@wchospital.ca for additional questions.