

Guidelines for Recruiting clients and families for research at Holland Bloorview

If you would like to recruit inpatient/ outpatient clients for research at Holland Bloorview with active services from any of the following clinics;

- Augmentative and alternative communication services
- Access technologies
- Brain injury rehab
- Cleft lip & palate/Craniofacial Anomalies
- Communication, learning & behaviour
- Clinical seating
- Creative arts and music therapy
- Feeding
- Infant development BIRT
- LIFEspan
- Neuromotor
- Neuromuscular
- Orthotics
- Prosthetics & Myoelectrics
- Psychopharmacology
- Saliva management
- Spina bifida/spinal cord injury
- Therapeutic recreation and life skills
- Writing aids
- SODR
- CCC
- BIRT

connect with the relevant Operations Manager(s), cc'ing the relevant Senior Director (see list attached) prior to creating a recruitment strategy for a REB submission, to discuss and co-create the best recruitment strategy, and/ or to notify them of the study.

The following should be taken into account when creating the recruitment strategy:

- a. Who will be involved in recruitment (research staff and clinical staff)?
- b. What information does the clinical team need to complete their role in the recruitment process?
- c. How will the clinical team be informed of the research and the recruitment protocol if they are involved in any way?
- d. How will the recruitment protocol impact the clinical flow?
- e. Implementation timelines are realistic for the clinical team involved.

Recruitment options include but are not limited to

- a. Obtaining a list of present and or past clients from Decision Support and mailing recruitment letters, signed by a clinician within the circle of care (contact Decision support directly to enquire about accessibility of this information).

- b. Research staff working with clinicians to identify eligible clients and obtaining contact information from Decision Support to mail recruitment letters, signed by a clinician within the circle of care.
- c. Clinicians distributing recruitment letters to all clients they see in clinic.
- d. Research staff working with clinicians during clinic to identify eligible clients and asking clients if they are interested in learning more about the research study.

Operational Managers and Clinical Programs

Senior Director	Joanne Maxwell	Joanne Maxwell	Joanne Maxwell	C.J. Curran	Joanne Maxwell	Irene Andress	Elaine Widgett	Elaine Widgett	Stewart Wong
Operations Manager	Andrea Macdonald	Julie Chiba-Branson	Karen Ward	N/A	Emily Callaghan	Sandra Ramdial	Nick Joachimides	Irene Simpson	Ashleigh Saith
Clinical Programs	Arts Neuromuscular Spina Bifida/Spinal Cord Injury Feeding Clinical Seating Cleft Lip & Palate/ Craniofacial Anomalies Saliva Management	Music therapy Neuromotor	Augmentative and alternative comm. services Writing aids Infant development	Transitions strategy Community TRLS team LIFEspan	Comm., learning & behavior Psychopharmacology	Orthotics, access technologies prosthetics/orthotics	BIRT	SODR CCC	Communications (for direct mailing recruitment only)

Obtaining a letter of support from a Clinical Director for REB submission

Letters of support will not be provided until the researcher/investigator has discussed recruitment options with relevant Operations Manager(s).

All requests for a letter of support must be made at least 2 weeks before required date.

All letters of support must be sent to the relevant clinical director.

All requests must include the following

1. Departmental approval for research involving clients at Holland Bloorview-Request form
2. eREB application PDF
3. Recruitment material

Once you receive the letter of support, please upload it into your eREB application.

After REB approval has been granted:

Contact the Operations Manager and provide them with the agreed upon recruitment protocol. The Operations Manager will work collaboratively with you to implement the agreed upon protocol.

**Departmental approval for research involving clients at Holland Bloorview
Request Form**

Date:

Title:

Principal Investigator:

Brief Summary of Research:

Relevant Recruitment Information	
Participants (including eligibility criteria)	
Proposed recruitment strategy	
Director/Clinical Operations Manager involved in the development of the recruitment strategy	
Holland Bloorview clinics involved	
Clinicians involved in the recruitment process (if applicable)	
Estimated recruitment time period	

eREB application PDF attached
Recruitment Materials attached

Departmental Approval

Operations Manager

_____ Date:
Name:

Senior Director

_____ Date:
Name: