

Clinical Research Project Process: Take Your Education from Interest to Impact

A STEP-BY-STEP GUIDE FROM INTEREST TO PROJECT COMPLETION

1



Submit Project Interest Form

Complete the online project interest form indicating your interest in a QI/PI project or Research project/Internship. This is located on the Thomas Hospitals home page under 'Research.'

2



Research Team Review

Your interest survey will be reviewed by the research team.

3



Initial Consultation

The research team will reach out regarding your interest survey submission. The research team will work with you to determine if you are working on a QI/PI project or a Research project.

4



Facility & Department Onboarding

The research team will initiate the onboarding process at both a facility and department level.

5



Project Planning / Mentor Assignment

The research team will reach out to you to discuss your goals/objectives, and your request details. If you do not have a physician mentor, the research team will work to provide you with one.

6



Project Submission

Complete the online Project Submission Form for the department and Administration to formally review at a facility level.

7



Onboarding Completion & Next Steps

Once onboarding tasks are complete, you will notify the research office and then complete IRB Protocol Template, Case Study Template, and/or Authorizations as required.

8



IRB Submission

WVU IRB/CTSI Project Submission per Research Department.

9



Time to Start!

The research team will alert you to IRB approval/project auth. Initiate case study abstracting and data mining for chart reviews while working with your mentor on your project.

10



Data Completion and Dissemination

When complete, notify Research Dept to review data sheet, declassify, and submit to CTSI on your behalf for statistical analysis. (for retrospective chart reviews)

11



Data Analysis and Project Write-Up

The research team will alert you when your stats are back. This can take several weeks. It is now time to work with your team to initiate your retrospective chart review abstracting.

12



Poster Presentation Preparation

WVUM/Thomas Hospitals has a specific marketing approved poster template for research presentations. Please contact the research department when you are ready to start your draft.

13



Project Finalization

When case study or retrospective study abstract and/or poster drafts are complete, contact the research department to set up a finalization and planning meeting with the team and your mentor.

14



You Did It!

Congratulations!!!! Move ahead with journal submissions, poster presentations, etc. with the assistance of your mentor. Remember - It is necessary for the research team to receive final publication and/or presentation specifics.

15



Exit Interview & Access Removal

An exit interview will be scheduled as the team would love to hear about your experience, and if there are any opportunities for us for improvement! Your access will now be removed from our electronic health record.

Throughout this process, you will receive guidance and support from your Physician Mentor and the Research Team. Just ask!