

Filling out your AHS Approval Online Questionnaire

https://extranet.ahsnet.ca/teams/AHSRA/PRA_Resources/PRA%20Pages/PRA%20Questionnaire.aspx

SECTION 1: AHS Resource Request for Research

In the “Study Information” section, simply fill out the details of your research study.

SECTION 2: Summarize Your AHS Resource Requirement

Here you answer yes/no questions about your project. If you select ‘yes’ for any of the questions, new questions will appear below that you must fill out.

Below we provide tips on how to answer the yes/no questions and what things you should speak to in the additional questions. NOTE: we only explain the first three yes/no questions as these are the most frequently answered questions for nursing researchers/students.

Will your study require...

Access to any health information/data source(s) from AHS?

- Select ‘Yes’ if you plan to request data from AHS for your study (e.g., paper charts, [AHS databases](#)).
- Please answer the additional questions that appear below under “Indicate Your AHS Data Sources.”
- Also, please download, sign, and email the AHS Data Disclosure Agreement (DDA) that appears at the bottom of the page to Research.Administration@ahs.ca, with the REB approval ID in the subject line.

Recruitment of AHS patients and/or staff from an AHS facility?

- Select ‘Yes’ if you plan to recruit AHS patients and/or staff to participate in your study.
- Please answer the additional questions that appear below under “Patient Recruitment.”

Access to an AHS site and/or resources from an AHS operational area (i.e., for the purposes of patient access, on-site EMR access, etc.)?

- Select ‘Yes’ if you plan to enter an AHS site/facility to access AHS patients and/or staff (e.g., recruitment, interviews, focus groups, observation).
- Select ‘Yes’ if you plan to utilize any resources from an AHS operational area (e.g. meeting room, bulletin board, staff assistance with patient recruitment).
- Please fill in the “Operational Impact” table that appears below CLEARLY AND SUCCINCTLY to avoid delays in obtaining operational approval.
 - Name of Operational Area & AHS Area Contact
 - List the hospital, units, program, etc. that you will need access to and list the name and contact information of those you’ve spoken with at AHS to support your project.
 - Indicate the number of participants you plan to recruit from this area and the duration of time you plan to be in this area
 - List the participant group(s) that you wish to access (nurses, patients, family members, etc.) and how many participants you need for your study. Also, list how much time you

need to spend with them while at AHS. For example, you are recruiting 60 patients and need 5-10 minutes to provide them with consent and study details after a nurse asks if they'd like to speak with you about the project.

- Describe your study activity for this area, any assistance you are requesting and whether you will be providing any staff training
 - Describe what exactly you'll need from AHS and what you will be doing while on site. For example, you'll be going to recruit healthcare providers and will need 10 minutes at a meeting to introduce the study and pass around a sign-up sheet. Another example, you will be recruiting nurses from an e-mail list and so will need 5-10 minutes of the unit manager's time to send out the e-mail with an ethics-approved recruitment e-mail written by the researcher.
- Describe any AHS clinical equipment, work space, storage space or supplies you are requesting from this area
 - Describe any of these resources that you may need from AHS. For example, you are requesting a meeting room to conduct interviews and the unit manager has already agreed to this. Another example, you are requesting to have a small space in a staff room to have a secure questionnaire deposit box.

