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

<table>
<thead>
<tr>
<th>Senior Director</th>
<th>Donovan Cooper</th>
<th>Donovan Cooper</th>
<th>Donovan Cooper</th>
<th>Julie Chiba Branson</th>
<th>Donovan Cooper</th>
<th>Donovan Cooper</th>
<th>AJ Lopez</th>
<th>AJ Lopez</th>
<th>Stewart Wong</th>
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<tbody>
<tr>
<td>Operations Manager</td>
<td>Andrea Macdonald</td>
<td>Anthony Daniel</td>
<td>Karen Ward</td>
<td>Heather Keating</td>
<td>Josh Scroggy</td>
<td>Tanya Wishloff-Hunt</td>
<td>Karen Rezk (interim)</td>
<td>Irene Simpson</td>
<td>Suelan Toye</td>
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<tr>
<td>Clinical Programs</td>
<td>Arts</td>
<td>Music therapy</td>
<td>Neuromotor</td>
<td>Augmentative and alternative comm. services</td>
<td>Transitions strategy</td>
<td>Comm., learning &amp; behavior</td>
<td>Orthotics, access technologies prosthetics/orthotics</td>
<td>BIRT SODR</td>
<td>CCC</td>
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<td></td>
<td>Neuromuscular Spina Bifida/Spinal Cord Injury Feeding Clinical Seating Cleft Lip &amp; Palate/ Craniofacial Anomalies Saliva Management</td>
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<td>Writing aids Infant development</td>
<td>TRLS team LIFEspan</td>
<td>Psychopharmacology</td>
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<td>Communications (for direct mailing recruitmen t only)</td>
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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:

<table>
<thead>
<tr>
<th>Relevant Recruitment Information</th>
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<tr>
<td>Participants (including eligibility criteria)</td>
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<tr>
<td>Proposed recruitment strategy</td>
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<tr>
<td>Director/Clinical Operations Manager involved in the development of the recruitment strategy</td>
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<tr>
<td>Holland Bloorview clinics involved</td>
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<tr>
<td>Clinicians involved in the recruitment process (if applicable)</td>
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<tr>
<td>Estimated recruitment time period</td>
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eREB application PDF attached
Recruitment Materials attached
Departmental Approval

Operations Manager

_______________________________________    Date:
Name:

Senior Director

_______________________________________    Date:
Name: