

Where to Find Research Subjects

Finding suitable research subjects for any project can be challenging in itself: listed below are a few sources to facilitate your search:

Databases:

❖ *KGH Department of Decision Support*

The KGH Department of Decision Support offers a service for researchers, research staff, residents, and students who are seeking potential patients for their research project. Data sources that this department use include (but are not limited to) the Kingston General Hospital/Hotel Dieu Hospital Patient Care System (PCS), the Local and Provincial Canadian Institute for Health Information (CIHI) Inpatient Data (Discharge Abstract Database (DAD)), the Local and Provincial CIHI Ambulatory Data (National Ambulatory Care Reporting System (NACRS)), and the Operating Room Data (Operating Room Scheduling Office System (ORSOS)). There are two types of scenarios that this department can assist you with:

1. Sample Size Determination for Potential Patients

If you need assistance with determining if a particular patient population exists in our geographical area, this department can provide you a sample size estimate of the number of patients that meet your eligibility criteria. This service is useful when determining whether your site is feasible for participation in an upcoming clinical trial, completing a grant application, or simply determining if you can find suitable candidates for your newly developed research project. No approval of the Health Sciences and Affiliated Teaching Hospital's Research Ethics Board (HSREB) is required. Remember: the outcome of your request will only produce the possible number of subjects; if you want identification of these potential subjects, you will need to follow the instructions listed under the next section.

2. Extracting a List of Potential Patients to Contact

If you need to recruit subjects for your research study, this department can provide you with a list of names of potential patients that match your patient population/eligibility criteria for your research

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study. All names on the list have been verified that the patient has not “*withdrawn consent for contact for research purposes*”. Your research study must be submitted and approved by the HSREB prior to the release of the list of names.

For both types of services, requests must be sent to decisionsupport@kgh.kari.net. Along with your request please include a brief description of your research project and the specific patient population that you are interested in learning more about. In addition to forwarding this information you also need to read over the “*Kingston General Hospital’s Basic Rules of Confidentiality*” and complete the “*KGH/HDH Data Request Form for Pulling Medical Records*”. If you are non-hospital staff, a “*Confidentiality Agreement for Accessing Information by Non- Hospital Staff*” needs also be completed. All three documents are downloadable under the “*Conducting Research in a Hospital: Accessing Patient Data for Research*” section of the Office of Health Sciences Research’s website (<http://www.kgh.on.ca/en/Research/Pages/Default.aspx>). A copy of your HSREB approval letter is required if you are requesting a list of potential subject names.

For KGH policies related to this topic, please consult:

1-120 Research: Administrative

<http://intranet.kgh.on.ca/default.aspx?page=18&policy.Id.0=3390>

09-133 Access to Charts for Student Critical Inquiry Electives

<http://intranet.kgh.on.ca/default.aspx?page=18&policy.Id.0=3013>

11-150 Health Research

<http://intranet.kgh.on.ca/default.aspx?page=18&policy.Id.0=20158>

11-160 Departmental Assistants - Appointment to Medical Services

<http://intranet.kgh.on.ca/default.aspx?page=18&policy.Id.0=3416>

11-161 Departmental Assistants - Appointment to Nursing Services
(Patient Services)

<http://intranet.kgh.on.ca/default.aspx?page=18&policy.Id.0=2142>

You must be logged onto the KGH Intranet to access the internal policies.

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Fee for Service:

- General Research requests with non- Industry funding:
\$200 minimum and \$50 an hour after 4 hours
- Research requests with Industry funding:
\$500 minimum and \$100 per hour after 4 hours

Advertisements:

❖ *KGH Infoexpress Bulletin*

The *KGH Infoexpress* is published electronically by the KGH Department of Public Affairs every Monday (except statutory holidays) and is sent to all users on the KGH email contact list. Submissions need to be 100 words or less and include a contact person with telephone extension and email. Submissions can not include attachments but can include a link to a KGH Intranet site. Submissions may be edited for length and consistency and will be printed at the discretion of Public Affairs. Submissions must be sent to infoexpress@kgh.kari.net and received by noon on Friday to be included in the publication the following Monday. There is usually no fee associated with posting an advertisement for subject recruitment in research studies.

❖ *KGH Spectrum*

The *KGH Spectrum* is published in hard copy every third Wednesday each month by the KGH Public Affairs department for and about the KGH community. Copies can be found throughout KGH designed locations. Submissions need to be 50 words or less, include a contact person with telephone extension and email, and be received in writing. Submissions may be edited for length and consistency and will be printed at the discretion of Public Affairs. The Public Affairs department reserves the right to print contributions as space and time permits. Submissions must be sent to spectrum@kgh.kari.net. There is usually no fee associated with posting an advertisement for subject recruitment in research studies.

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❖ *Queen's University Gazette*

The *Queen's Gazette* is published in hard copy and online in PDF format. The *Queen's Gazette* was established 1969 and is the official newspaper of Queen's University, communicating university news to the internal campus community. The *Queen's Gazette* publishes on the second and fourth Monday of each month (Tuesday if Monday is a holiday) during the academic year, and normally monthly in June and December. The *Queen's Gazette* reserves the right to edit and print contributions as space and time permit. The *Queen's Gazette* runs a "Bulletin Board" and "Calendar Items" free of charge. Submissions need to be 50 words or less, include a contact person with telephone extension and email, and be received in writing. Submissions need to be sent to gazette@queensu.ca.

❖ *University Hospitals Kingston Foundation*

The University Hospitals Kingston Foundation was created in 2005 as the joint foundation of Hotel Dieu Hospital, Kingston General Hospital and Providence Care (formerly Providence Continuing Care Centre). Their mission is to support excellence in patient care, teaching and research at the Kingston's hospitals by raising funds through partnership and philanthropy. The University Hospitals Kingston Foundation publishes a quarterly newsletter electronically. Submissions need to be 50 words or less, include a contact person with telephone extension and email, and be received in writing. Submissions need be sent to Mary Crawford (Senior, Marketing & Communications Officer; mary.crawford@uhkf.ca). There is usually no fee associated with posting an advertisement for subject recruitment in research studies.

❖ *Kingston Whig Standard*

The *Kingston Whig Standard* is one of the local newspapers. There is usually a fee associated with posting an advertisement for subject recruitment in research studies. For more details, please contact the newspaper directly at (613) 544-5000 and ask to speak to a representative in their advertising department.

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❖ *Kingston this Week*

The *Kingston this Week* is one of the local newspapers. There is usually a fee associated with posting an advertisement for subject recruitment in research studies. For more details, please contact the newspaper directly at (613) 389-7400 and ask to speak to a representative in their advertising department.