

Research Ready User Guide

Background

Research Ready covers the basic guidance to primary care research in Canada. It has been developed by UTOPIAN; we are working with College of Family Physicians in Canada to potentially make this accreditation province/Canada wide. It tests up-to-date knowledge of standards which are core to undertaking research and compliance with the latest research governance frameworks and requirements.

Accredited practices will be recognised by the Department of Family and Community Medicine and UTOPIAN. Your practice name will appear on the UTOPIAN website. Your local site research lead will also be informed of your interest in research, including clinical trials. The complete database will be available for internal purposes only.

Benefits of Research Ready accreditation:

- Awareness of what participating in research entails
- Awareness of the regulatory context in which research activity has to be undertaken
- Awareness of the responsibilities placed upon a practice and its staff
- Awareness of how this accreditation can minimize potential risks for the practice, practice staff and study participants
- Assurance that the practice is meeting the required standards
- Regular reaccreditation process ensures that practices are up-to-date with constantly changing research governance and that their details remain accurate
- The Research Ready survey provides a useful reference for research teams across UTOPIAN and, also for the induction and training of new staff in the practice who will be participating in its research activities
- An opportunity to be involved in a wide range of research projects

The database of Research Ready accredited practices encourages collaboration and, recruitment of practices and their patients into clinical research trials and suitable research projects.

Process

The self-accreditation is **practice-based** and it is recommended that most, if not all, of the practice partners and staff are involved in completing the assessment.

Practice has to complete the **self-assessment** at:

https://dfcmutorontoca.qualtrics.com/SE/?SID=SV_dnh4roYfcCgPMXj

The practice will need to have a **Research Lead** who must be a family physician or a research nurse, and is agreeable to take professional responsibility for completing the assessment. It goes without saying that this should be done with the usual and expected honesty and professional rigour.

You should be able to **answer yes to each criterion** in order to become successfully accredited. If you **answer no to any of the questions**, you can still submit the survey and one of UTOPIAN Project Facilitators will get in touch with you to work towards the accreditation. You can **complete** the assessment **at your convenience** by saving the changes at the end of individual sessions.

You are advised to maintain a **Research Ready File** which can become an important resource for your practice research team. It is suggested that it could contain the following and a record of all the preparations necessary to complete the assessment:

- a. Any **relevant documents** e.g. practice policies and procedures.
- b. Any other information you may have acquired whilst doing the assessment that will be a useful source of reference for the practice research team in future.
- c. Any documents for research projects in which your practice takes part.

Please contact us at dfcm.utopian@utoronto.ca with any queries.