

Patient recruitment review checklist

To be completed by the Principal Investigator



BACKGROUND:

Arthritis Society Canada's mission is to search for the underlying causes and subsequent cures for arthritis, and to promote the best possible care and treatment for people with arthritis. To this end, volunteer participation in research is important to advancing our knowledge of the disease process, management and treatment options. In recognizing the importance of such studies, Arthritis Society Canada posts studies needing volunteers as a way of linking interested consumers with the research community. Through this process, Arthritis Society Canada can increase its impact by supporting research at all stages.

Arthritis Society Canada will not support the recruitment of volunteers into a research study, if the study:

- involves an invasive intervention, therapy, procedure or measure that poses considerable risk to the volunteer's safety, mental and physical well-being;
- results in proprietary information that will not be made available to the public;
- is an industry-led study; or
- involves minors without parental consent.

CRITERIA:

Arthritis Society Canada will provide support in the form of promotion of the recruitment of volunteers into a research study, if the study:

- is relevant to [Arthritis Society Canada's mission](#);
- adheres to the guidelines outlined in the *Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans*;
- involves researchers who are affiliated with an established organization with credibility in research related to arthritis, such as accredited academic institutions;
- has been approved by the Research Ethics Board of a Canadian university or accredited institution;
- all subjects will be treated with respect;
- the consent form is in language that would be understandable by the general public and meets federal and relevant provincial requirements, including legislation protecting the privacy of personal and health information; and
- the results of the research will include:
 - a process for knowledge translation and providing the results to study participants; and
 - the study organizers agree to share the study findings with Arthritis Society Canada



REVIEW CHECKLIST:

Please attach the following to this checklist:

- A copy of the **ethics approval**
- A copy of the **consent form**
- Contact information** of research group designate
- A short description** of how the researchers will ensure adequate knowledge translation and dissemination.
- A **recruitment notice and/or a letter to clients** (250 words max) which includes information regarding the research project:
 - Project title
 - Names of investigators on team
 - Research host institution
 - Background
 - Purpose of the study
 - Eligibility criteria
 - Participation details including time commitment and possible risks
 - Confidentiality protocols
 - Geographic location, if any; and
 - Recruitment start and end date
 - Note: if the request is directed at both English and French speaking communities, provide this information in both official languages.*

DEADLINE:

Requests, included with a completed checklist, must be received at least 4 weeks before the closing date for the recruitment process.

The completed checklist and relevant information must be provided to research@arthritis.ca

Name

Signature

Date