

Resources and Support for Part-Time Faculty

Research Administration

The Department is supported by a centralized group of individuals that help us run efficient, effective, and high-quality research projects. Our Research Operations Team provides key organization, administration and communication services to our faculty and research staff.

The Research Operations Team:

- Builds capacity across projects through knowledge sharing and communication.
- Supports projects with their human resources, financial management, communications, and administration. Develops and implements processes to help projects start, grow and wrap-up easily.

DFM Research

Focusing your research question

Research at the Department of Family Medicine is a broad (and growing) area of focus. To help research projects initiate, expand and share knowledge, we provide several resources that have been designed to help our faculty, our staff, and the broader primary care research community.

Before you access any of the resources listed in this document, you will first need to spend some time focusing your research question. To do that, you might want to consider the following: What is the nature of your question? How has the question arisen? What is the drive to answer it? What outcome do you hope to see?

A research question guides an inquiry to create knowledge, whereas a clinical question guides the search for existing knowledge that can be applied to practice. Your research question might arise from a clinical question. For example, the issue that sparked your research question might be a clinical dilemma such as ‘why do so many patients go to walk-in clinics when our practice is open or available by phone?’

Next, consider how a research question can help you with the issue. You may be hoping to understand what causes patients to use walk-in clinics (e.g. lack of knowledge of when the practice is open, a perception that appointments are not available urgently) so that you can plan an approach to address the issue. A research question about this might be: “what is the frequency of reported reasons for using walk-in clinics by patients who have a usual family practice?”

Once you have narrowed down your area of interest and have identified key words that describe the issue, you need to go to the literature.

Using your McMaster ID, you have access to the McMaster Health Science Library. Use your key words to search the literature to see if any studies related to your issue have already been published. This process of discovery serves several purposes: It will let you know what is already known about the topic; how it has been investigated; whether there is an answer available that can be used immediately and whether there are any gaps in the literature; etc.

After skimming the literature, you may find that this area has been well investigated and there are several common reasons for using walk-in clinics when the family practice is available. You might then shift your question and literature search to answer, 'what strategies have been effective in reducing potentially unnecessary walk-in clinic use'? Whatever your question, a good place to start is with PubMed "Clinical Queries" tool. This will display the Systematic Reviews that have been published. Systematic reviews can give you a quick overview of current knowledge and save time.

The next step will be to further focus your question and consider next steps. To do that we have resources in the Department of Family Medicine that you may want to access.

Supports for Part-Time Faculty

- Monthly medical education (MERG) and primary care [research rounds](#) (ChERG) (runs from Sept to June-Announced in the newsletter)
- [Research Knowledge and Skill Builders](#) (See [Appendix A](#) for archives)
- [Pilot research funding](#) - 4 grants of \$5000 each offered annually
 - Opportunity to get feedback through research rounds
 - Opportunity to present to department
- Community site support
 - Initial support in creating a community of practice for scholarly work
 - Initial support with literature searching
 - [Initial support in grant submission](#)
 - Initial support in publication development
 - [HiREB](#) (research ethics) [Appendix B](#)
 - [Knowledge Translation](#)
 - [MUSIC Primary Care Research Network](#)

Other resources

- [McMaster Health Sciences library](#)
- [CFPC librarian offers complimentary literature search for members](#)
- [Ecology of family physicians' research engagement](#)
- [Faculty portal](#)

Where to start

- For general support for department-wide faculty development programs, contact [Faculty Relations](#)
- To access Faculty Portal, use your McMaster ID. For related issues, please email at fmappts@mcmaster.ca
- For consult on research proposals, short-term research assistance, and relevant resources and support, please email DFM Research at dfmresearch@mcmaster.ca

Appendix A-Research Knowledge and Skill Builder (RKSb)

RKSb is a monthly in-service learning for faculty and staff. It occurs last Tuesday of every month from September to June. It is accessible virtually

| Topic | Presenter | Link |
|---|---|--|
| Project Management | | |
| Creating and Managing a Research Budget | Laura Cleghorn, Julie Datta, Dawn Elston, Francine Marzanek | Slides |
| Supports and Services at McMaster | | |
| The Grant Process | Catherine Gill Pottruff | Slides |
| Research Methods and Design | | |
| Vulnerable Populations | Fiona Kouyoumdjian | Video |
| Basic and Advanced Research Designs for Primary Care Research | Ric Angeles | Video Slides |
| Accountability, Transparency, Rigour, and Reproducibility: How & Why to Use ClinicalTrials.gov and Research Reporting Guidelines | Jessica Gaber, Dee Mangin, Larkin Lamarche | Video Slides |
| Pilot Studies: What We Need to Know | Sayem Borhan | Slides |
| Validating Tools | Matthew Kwan, Jeffrey Graham | Video Slides |
| Scoping Reviews, Rapid Reviews, Systematic Reviews | Housne Begum | Video Slides |
| Critically Appraising Literature | Jennifer Lawson | Video Slides |
| Quantitative Design | | |
| Frontend and Backend Database Development | Steve Dragos | Video Slides |
| Qualitative Design | | |
| Qualitative Research: Overview of Methods | Meredith Vanstone | Video Slides |

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| Grounded Theory, Phenomenology & Narrative Methodologies: Designing methodologically rigorous qualitative studies | Meredith Vanstone | Video Slides |
| Data Coding and Analysis | Meredith Vanstone | Slides |
| Interviews and Focus Groups | Jessica Jurgurtis | Slides |
| Responding to Sensitive Health & Social Issues | Laura Cleghorn, Jessica Gaber | Slides |
| Writing | | |
| Manuscript Preparation and Authorship | Lawrence Grierson | Slides |
| Collective Skill Building and Collegial Support | Cathy Risdon | Video Slides |
| Editing | Casey Irvin | Video Slides |
| Communication | | |
| Presenting Data in Visually Engaging Ways | Casey Irvin | Video Slides |
| Community Engagement | Casey Irvin, Jessica Gaber, Pam Forsyth, Dawn Elston, Neha Arora | Video Slides |
| Productivity | | |
| Organizing your Work | Casey Irvin, Laura Cleghorn, Larkin Lemarche, | Video Slides |
| Software | | |
| SPSS | Larkin Lemarche, Melissa Pirrie | Video Slides |
| REDCap | Ricardo Angeles, Steve Dragos | Part 1: Video Slides Part 2: Video Slides |
| Just the basics: Learning about the essential steps to do some simple things in SPSS | Larkin Lemarche | Video Slides |
| How To Build a Survey using the McMaster LimeSurvey Service | Michael Wilson | Video How-to Guide |

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| EndNote for Research | Steve Dragos | Video Slides |
| What to Know About NVivo A Qualitative Primer | Laura Cleghorn, Jessica Gaber | Part 1: Video Slides Part 2: Video Slides |
| Knowledge Translation | | |
| Knowledge Translation | Casey Irvin and Erin Beaulieu | Part 1: Video Slides Part 2: Video Slides |

Appendix B- HiREB Application Review Process

At the request of the DFM Chair, all HiREB applications are to be reviewed by our research staff prior to requesting the Chair's signature. Additional approvals for research participation and recruitment may be required by DFM Leadership and/or other committees prior to submission to HiREB.

| Steps | Timeline |
|---|---|
| <p>1. Additional approvals may be required if:</p> <ul style="list-style-type: none">a. You wish to recruit research participants from the McMaster Family Health Team (patients, clinicians, and/or residents). Approval by DFM Leadership is required.b. You are using OSCAR or MUSIC data, or your participants are from the McMaster Family Health Team. Approval by DFM Leadership is required.c. You wish to recruit medical students as participants. Approval is required from the Undergraduate Medical Education Program (UGME) Protocol Review Committee (PRC).d. You wish to recruit participants (patients, clinicians, and/or residents from a department other than DFM, approval from the respective department may be required. <p>If you require any approvals listed above, our Clinic Research Coordinator can assist you with this process: dfmresearch@mcmaster.ca</p> | <p>Approval from DFM Leadership may take up to a one month.</p> <p>Approval from the UGME PRC may take up to 6-10 weeks.</p> <p>Approval timelines from other medical departments are variable.</p> |
| <p>2. Complete the online HiREB application: https://www.hireb.ca/ Helpdesk: 905-521-2100 x70014; erebhelpdesk@hpsc.ca. Applications that involve human subjects must use the General Application Form. Retrospective chart reviews can use the Chart Review Application Form.</p> | <p>See HiREB website for submission instructions and deadlines: https://hireb.ca/meetings-news/</p> |
| <p>3. Before you request the Chair's signatures:</p> <ul style="list-style-type: none">• Send Michelle Sylvain, Research Administrative Coordinator, (sylvain@mcmaster.ca, 905-525-9140 x28424) a PDF of the HiREB application, the protocol, consent form(s), and data collection forms.• Research Staff will review your application and correspond with you about any recommended changes. | <p>Research staff may take up to seven business days to review your application; please allow enough time before the HiREB submission deadline.</p> |
| <p>4. Once staff have reviewed your HIREB application, you will be notified to request Dr. Risdon's signature and Laura Cleghorn's (cleghol@mcmaster.ca) signature is required if research resources (staffing, equipment, space) is needed for your study. After all signatures are obtained, you must press the "submit" button for the online application.</p> | <p>HiREB reviews can take 4-6 weeks.</p> |