CTSA Recruitment Services Inventory

We are conducting an inventory of recruitment and retention services and resources of CTSA Consortium recruitment programs. The purpose is to discover what recruitment/retention synergies, strengths, and challenges are faced by CTSA institutions. If your institution has several persons providing services supporting recruitment/retention such as informatics and marketing, you may need to consult with them on a few of the questions. These questions are meant to be a reflection of what your CTSA hub capabilities and support services are to help us better connect, share, and learn from each other to improve recruitment and retention. Data from these surveys may also be published outside of the CTSA consortium to report on Recruitment and Retention functions across CTSAs.

This survey takes about 10-20 minutes to complete.

If you have any questions, please contact:

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Thank you for your time!

What CTSA institution are you affiliated with?

○ ALBERT EINSTEIN COLLEGE OF MEDICINE
○ BOSTON UNIVERSITY MEDICAL CAMPUS
○ CASE WESTERN RESERVE UNIVERSITY
○ CHILDREN'S RESEARCH INSTITUTE
○ COLUMBIA UNIVERSITY HEALTH SCIENCES
○ DUKE UNIVERSITY
○ EMORY UNIVERSITY
○ GEORGETOWN HOWARD UNIVERSITIES
○ HARVARD MEDICAL SCHOOL
○ ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI
○ Indiana Clinical and Translational Sciences Institute
○ MAYO CLINIC ROCHESTER
○ MEDICAL COLLEGE OF WISCONSIN
○ MEDICAL UNIVERSITY OF SOUTH CAROLINA
○ NEW YORK UNIVERSITY SCHOOL OF MEDICINE
○ NORTHWESTERN UNIVERSITY AT CHICAGO
○ OHIO STATE UNIVERSITY
○ OREGON HEALTH & SCIENCE UNIVERSITY
○ PENNSYLVANIA STATE UNIV HERSHEY MED CTR
○ Regents of the University of Minnesota
○ ROCKEFELLER UNIVERSITY
○ SCRIPPS RESEARCH INSTITUTE
○ STATE UNIVERSITY OF NEW YORK AT BUFFALO
○ TUFTS UNIVERSITY BOSTON
○ UNIV OF MASSACHUSETTS MED SCH WORCESTER
○ UNIVERSITY OF ALABAMA AT BIRMINGHAM
○ UNIVERSITY OF CALIFORNIA AT DAVIS
○ UNIVERSITY OF CALIFORNIA LOS ANGELES
○ UNIVERSITY OF CALIFORNIA, SAN DIEGO
○ UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
○ UNIVERSITY OF CALIFORNIA-IRVINE
○ UNIVERSITY OF CHICAGO
○ UNIVERSITY OF CINCINNATI
○ UNIVERSITY OF COLORADO DENVER
○ UNIVERSITY OF FLORIDA
○ UNIVERSITY OF ILLINOIS AT CHICAGO
○ UNIVERSITY OF IOWA
○ UNIVERSITY OF KANSAS MEDICAL CENTER
○ UNIVERSITY OF KENTUCKY
○ UNIVERSITY OF MIAMI SCHOOL OF MEDICINE
○ UNIVERSITY OF MICHIGAN AT ANN ARBOR
○ UNIVERSITY OF NEW MEXICO HEALTH SCIS CTR
○ UNIVERSITY OF NORTH CAROLINA CHAPEL HILL
○ UNIVERSITY OF PENNSYLVANIA
○ UNIVERSITY OF PITTSBURGH AT PITTSBURGH
○ UNIVERSITY OF ROCHESTER
○ UNIVERSITY OF SOUTHERN CALIFORNIA
○ University of Texas Health Science Center San Antonio
○ UNIVERSITY OF TEXAS MED BR GALVESTON
○ UNIVERSITY OF UTAH
○ University of Washington
○ UNIVERSITY OF WISCONSIN-MADISON
○ VANDERBILT UNIVERSITY MEDICAL CENTER
○ VIRGINIA COMMONWEALTH UNIVERSITY
○ WAKE FOREST UNIVERSITY HEALTH SCIENCES
○ WASHINGTON UNIVERSITY
○ WEILL MEDICAL COLL OF CORNELL UNIV
○ YALE UNIVERSITY

Please list any affiliated institutions that are part of your CTSA.

_____

Name of person completing inventory

_____

Email address of person completing inventory

_____
(email address)

What CTSA cores and functions do you work for?

What is your title?

_____

Please provide a link to your recruitment program's webpage used to communicate to investigators about its services.

_____

Registry Use for Recruitment

What recruitment registry/registries are used by your CTSA for recruiting participants into research studies?
(Check all that apply)

☐ ResearchMatch.org
☐ Institutional registry/registries
☐ ResearchRegistry.org
☐ Disease-specific registry
☐ Other registry/registries (please describe below)

Please describe what other registries your institution uses to recruit research participants.

What recruitment registry is your primary registry? (most resources are devoted to that one, it is promoted more, is used most by investigators or has more participants)
(Check all that apply)

☐ ResearchMatch.org
☐ Institutional registry/registries
☐ ResearchRegistry.org
☐ Disease-specific registry
☐ Other registry/registries (please describe below)

Why does your CTSA use this as the primary registry?

Does your CTSA maintain a registry?

○ Yes
○ No

If yes, what is the name of the registry?

_____

What is the estimated cumulative total number of volunteers in your CTSA registry (or registries)?

_____

Please provide website link to your institution's registry website:

_____

Recruitment Feasibility Assessment Use

Does your site offer study feasibility services to assist researchers with determining possible number of participants?

◯ Yes
◯ No

What tools or services do you offer for determining available patient populations for a study?

☐ i2b2
☐ TriNetX
☐ ACT network
☐ Homegrown system
☐ Electronic medical records
☐ other (please describe below)

What other tools do you offer for feasibility?

Which statement matches closest to how recruitment budgets are developed at your site?
Our recruitment budgets are developed by...

◯ the study team
◯ your CTSA recruitment function/team/department
◯ a central office's budget team
◯ the marketing department

Clinical Trials Listings

Does your CTSA or your institution have a listing of your site's clinical studies (all forms of clinical research) available on the web?

○ Yes
○ No

Where does the information for your web listings of clinical trials come from? (Check all that apply)
(Check all that apply)

☐ clinicaltrials.gov
☐ TrialsToday (developed by Vanderbilt)
☐ Study Finder (developed by University of Minnesota)
☐ clinical trials management system
☐ written by study personnel (e.g., PI, study coordinator)
☐ written by CTSA recruitment staff
☐ other

Please describe the other way information for your clinical trials listings on the web is obtained.

What is the link to your clinical trials listing?

_____

What populations does your site have access to, experience recruiting, most difficulty recruiting, success recruiting, or expertise with that you would be willing to share ? (check all that apply)

	access to	experience recruiting	most difficulty recruiting	success recruiting	expertise with that you would be willing to share
Patient Volunteers	☐	☐	☐	☐	☐
Healthy Volunteers	☐	☐	☐	☐	☐
Children and minors (17 years or younger)	☐	☐	☐	☐	☐
Mental or physically challenged individuals	☐	☐	☐	☐	☐
Prisoners	☐	☐	☐	☐	☐
Pregnant women	☐	☐	☐	☐	☐
Fetuses or neonates	☐	☐	☐	☐	☐
People with HIV	☐	☐	☐	☐	☐
Elderly/Aged persons	☐	☐	☐	☐	☐
Students and/or employees	☐	☐	☐	☐	☐
Underrepresented racial/ethnic populations	☐	☐	☐	☐	☐
Low income populations	☐	☐	☐	☐	☐
Non or limited English speaking populations	☐	☐	☐	☐	☐
Rural	☐	☐	☐	☐	☐
LGBTQ	☐	☐	☐	☐	☐
Adults with childhood disease onset	☐	☐	☐	☐	☐
Patients with a particular disease	☐	☐	☐	☐	☐
Another population not listed here	☐	☐	☐	☐	☐

Are you evaluating or have you evaluated in the past any recruitment methods for any of the special populations mentioned in the previous questions?

○ Yes
○ No

If yes, please describe those methods and what you have learned?

REDCap

Recruitment Resources & Services

Please select what recruitment resources and services your program offers to assist investigators.

☐ Individual consultation with a recruitment specialist
☐ Developing a recruitment budget
☐ Development of recruitment and retention materials
☐ Designing recruitment plans
☐ Screening participants, scheduling study visits
☐ Direct recruitment of participants (via calls, messages, placing ads, mailings, in-person, etc.)
☐ Other (please describe)

Please describe your other resources and services.

Please describe how you assist investigators with directly recruiting participants.

Does your CTSA offer services to investigators for social media recruitment?

◯ Yes
◯ No

What social media channels have you used for participant recruitment?

☐ Facebook
☐ Twitter
☐ Instagram
☐ Google+
☐ Pinterest
☐ YouTube
☐ LinkedIn
☐ Ad Words
☐ Other (please describe)

Please list the other social media channel(s) your CTSA has used for participant recruitment.

Would you be willing to share your social media experience with others?

◯ Yes
◯ No

How comfortable are you with using social media for recruitment?

◯ Very uncomfortable
◯ Somewhat uncomfortable
◯ Neither comfortable or comfortable
◯ Somewhat comfortable
◯ Very comfortable

Does your site use electronic medical records to identify and recruit patients for research?

○ Yes
○ No
○ In development

What EMR software product do you use (ie. EPIC, Cerner, etc)?

_____

Does your site contact patients directly using the electronic medical record or patient portal?

○ Yes
○ No
○ In development

Which methods are used to contact patients who are recruited using electronic medical records? (Check all that apply)

☐ Phone Call
☐ Text Message
☐ Email
☐ Mailing
☐ Message through the patient portal
☐ Other

What problems or restrictions do you have (if any) when using electronic medical records for participant recruitment?

Do key study personnel need permission from a care provider to approach a participant identified through the electronic medical record?

○ Yes
○ No

Does your site have a program where patients can give authorization to be contacted by researchers about studies for which they are eligible?

○ Yes, we have a program for patients to be contacted for future studies
○ No, we do not have a program for future contact
○ Yes, but not for future contact, only for biospecimens

Please select if patients are required to opt in for such authorization or if they must opt-out?

○ opt-in
○ opt-out

Please upload any consent forms and promotional/informational materials that are used for this process. Please be sure not to upload any documents with information considered proprietary by your institution.

consent/promtional materials document 2

consent/promotional materials document 3

Does your recruitment program work directly with any commercial companies that offer recruitment support (e.g., StudyKIK, local media vendors)?

○ Yes
○ No
○ Not sure

Please list the commercial companies/vendors you work with to provide recruitment support and describe what kind of support they provide.

Do you help with study advertisements?

○ Yes
○ No

How do you assist with advertisements (e.g., place ads, design/create ads, etc)?

What types of stakeholders does your recruitment program work with to offer recruitment support? (Check all that apply)

☐ Patients
☐ Volunteers
☐ Study Coordinators
☐ Investigators
☐ Community organizations

Does your program collaborate with any of these community organization types?
(Check all that apply)

☐ Community Health Centers
☐ Grassroots community organizations
☐ Patient advocacy organizations
☐ Community Business Organizations
☐ Faith-based Organizations
☐ Public agencies (e.g., public schools, health department)
☐ Another type of community partner not listed here.
☐ Our recruitment program does not have any relationships with community partners.

Please describe how you work with your community-based partners to offer recruitment support.

Does your recruitment program collaborate with your CTSA community engagement program?

○ Yes
○ No
○ Our CTSA does not have a separate community engagement program

Please describe how your recruitment program collaborates with your community program.

Are there any other services you offer for recruitment and retention that we have not already asked about?

Are there services your recruitment program is considering offering in the future?

○ Yes (please describe below)
○ No
○ Not sure

Please describe the future services your recruitment program is considering offering.

Recruitment Program Operations

How many full time employees (FTE) does your recruitment program have?

_____

Do you charge fees to support your services?

○ Yes
○ No

Please describe how you support your services either through your fees or other support (e.g., fee amounts, allocations).

In your organizational structure, in what core/branch/division does your recruitment and retention services reside?

What CTSA cores and functions does your recruitment and retention function collaborate with?

How do research teams learn about your services?

☐ Email
☐ Newsletters
☐ Website
☐ Presentations
☐ Webinars
☐ From offices outside the CTSA
☐ word of mouth
☐ referral by a colleague
☐ other

Please describe "other".

Do you track who uses your services? Such as junior faculty, senior faculty, staff, or trainees (post docs, fellows, students).

○ Yes
○ No

Do you track what projects that use your services are post award or pre award?

○ Yes
○ No

REDCap

What tools do you use to track recruitment services and consultation information?

☐ Excel
☐ Database
☐ Redcap
☐ Other

Please describe your other tools.

Workforce Development

Do you have any courses, workshops, online trainings, brown bags, round tables, seminars, etc offered to researchers on recruitment and retention?

◯ Yes
◯ No

If yes, please describe.

Do you have any guidance or training materials for using social media for recruitment? (Please upload those documents.)

Training Document 2

Training Document 3

Program Evaluation

Does your recruitment program currently evaluate study accrual and recruitment/retention practices at your institution?

◯ Yes
◯ No
◯ Not sure

Does your recruitment program currently evaluate study accrual and recruitment/retention practices FOR UNDERREPRESENTED POPULATIONS?

◯ Yes
◯ No
◯ Not sure

What recruitment and retention metrics (i.e., baseline, process, or outcome) does your program track?

What methods do you use to track your metric data?

Do you collect service satisfaction data?

◯ Yes
◯ No

If yes, what do you collect?

Does your CTSA collect data for the common metric, called the Accrual Index?

◯ Yes
◯ No

Please upload any evaluation documents you think others might find useful.

Evaluation Document 2

Evaluation Document 3

Finally, anything else you would like to describe regarding your recruitment program?