**Research Guide for Medical Student**

Welcome to the Research Guide for Medical Students. This document was developed in order to provide an easy and all-encompassing approach to begin and complete research in the Department of Orthopedics. Please see below and follow the steps in numerical order. If a heading doesn’t apply to you, then you may close the heading and proceed.

1. **GETTING STARTED: TRAINING & ACCESS TO** **MEDICAL RECORDS AND OTHER OBSTACLES**
	1. Complete CITI training through taking the Basic Human Subjects – Biomedical course. Instructions Below:
		1. Visit the website <https://www.citiprogram.org/>
		2. Select “Register” on the right of the home page, or if you already have an account associated with LSUHSC-NO Login.
		3. Under the “Select Your Organization Affiliation” tab write the school you are affiliating with: “**Louisiana State University Health Sciences Center – New Orleans”**
			1. DO NOT ABBREVIATE (*e.g. LSUHSC-NO*), SPELL IT OUT!
		4. Complete the personal information to make an account and don’t worry about making everything exact, just fill it out to the best of your ability and make sure you put something for each section (*<10 mins duration*).
			1. NOTE: make sure you select “Basic Human Subjects – Biomedical” for your course choice on page 6.
		5. Once you have registered, Login and choose the “Biomedical Research Course” (*don’t worry, it’s the same course as above*)
		6. Once in course list, take each module that is required on the list:

(*You must take a quiz after each module so read the subject material. Also, you can take the quiz as many times as you need without penalty, but depending on the quiz you need a certain percentage to get credit*) (*2-3 hrs duration)*

* + - 1. Research Misconduct (RCR-Basic) – QUIZ (5Q’s)
			2. Populations in Research Requiring Additional Considerations &/or Protections – QUIZ (5Q’s)
			3. History and Ethics of Human Subjects Research – QUIZ (7Q’s)
			4. Basic Institutional Review Board (IRB) Regulations and Review Process – QUIZ (5Q’s)
			5. Informed Consent – QUIZ (5Q’s)
			6. Social & Behavioral Research (BSR) for Biomedical Researchers-QUIZ (4 Q’s)
			7. Records-Based Research – QUIZ (3Q’s)
			8. Genetic Research in Human Populations – QUIZ (5Q’s)
			9. FDA-Regulated Research – QUIZ (5Q’s)
			10. Conflicts of Interest in Research Involving Human Subjects – QUIZ (5Q’s)
				1. Select biomedical research investigator for question 1
				2. Leave questions 2 & 3 blank
				3. Choose “not at this time” for question 4
			11. Louisiana State University Health Sciences Center- New Orleans – CHECKBOX
			12. When asked if you are interested in receiving continuing education credit for completing the Citi training, select NO.
		1. This completes LSUHSC CITI training and once completing the required modules, you can complete the optional modules as well, but aren’t necessary.
		2. Finally, save your certificate in case it is needed for later
	1. Complete Biosafety, Bloodborne Pathogen and Conflict of Interest training in KDS:
		1. Visit the website <https://intranet.lsuhsc.edu/ctms/kds/ComplianceTrainingOnLine> and complete the modules. *(Similar to your Teamwork Training for Interprofessional Students modules in moodle) (need 100% to pass each module)*
	2. Joining the LSUHSC-NO IRB ListServ, so that the IRB staff can more effectively communicate new information concerning the IRB process and IRB updates
		1. \*Must be on campus or connected through Citrix\*
		2. Go to <http://www.listserv.lsuhsc.edu/scripts/wa.exe?INDEX>
		3. It’s very easy and takes less than a minute. When you go to the site, there are 3 green stars on the right hand side and “Get a password”. Click there to enter your email address and choose a password. You’ll get an email asking you to confirm your registration.
1. **Picking a Project**

**When selecting a project, realize there are multiple routes (a-d)**: Go to <http://www.lsuhsc.edu/> 🡪Click School of Medicine 🡪 Click Departments & Centers (on the left side column)🡪Click Orthopaedics 🡪 Click Research (the horizontal tab)🡪Click LSU Musculoskeletal Research (Current) (on the left side column)🡪the excel sheet will appear.

* 1. **Starting your own project based on a Physician’s idea**
		1. On the Medical Students webpage, select the link “Faculty Research Ideas” for an up-to-date list of studies that are available.
			1. Further ideas can be found under the “Research Ideas tab in the LSU Musculoskeletal Research (Current) excel sheet found above.
		2. Contact the person that is the faculty of the project involved and set up a meeting with them to discuss the idea (CC: Chairman, chair-elect, and senior advisor to the chair on the email).
			1. *FYI: just discussing the idea does not require you to complete the project.*
		3. **MANDATORY:** When choosing a study it is REQUIRED that you work with 2 other classmates: ideally have 2 L1/2s, 1 L3/4, and 1 Resident on the study
			1. This ensures a good distribution of the workload and provides the L1/2s with upper levels students and residents as a point of contact to help guide them through the research process.
			2. Of Note: If you don’t know any L3/4s to add, contact your Chair-Elect and they will help find someone. Ideally a resident would not be added until IRB is ready to submit since most of the legwork is to be done by the students, unless you know a resident that would like to be added before this point then go ahead and add them.
		4. **SEE 3. FOR FURTHER INSTRUCTIONS**
	2. **Staring your own project based on your OWN idea**
		1. Email the students on the committee to gather an idea of which faculty will be willing to start a study with you in that particular field of orthopedics.
		2. Email that faculty member (while cc’ing the students on the committee) to see if they are willing to discuss that idea.
			1. If the faculty agrees to work with you on that study, ask them if they can help you fill out a “Faculty Research Proposal”
			2. Once completed, send to students on committee and begin working on Routing Form (seen below in section 3.)
	3. **When joining a resident project**
		1. Select “resident project” in the LSU Musculoskeletal Research (Current) excel sheet found above to see ongoing resident studies OR email the chair-elect and he can find the most up-to-date resident studies that would need help
			1. *FYI: Your best bet to find an ongoing study that needs help ASAP is to email the chair-elect.*
		2. Once a study is found, email the resident or project leader to determine what the project is about and if there truly are availabilities (CC: Chairman, chair-elect, and senior advisor to the chair on the email).
		3. If they agree that you can work on the project, e-mail Ms. Cara Rowe (cjoh26@lsuhsc.edu) to let her know and that team may simply add you to the IRB (you can refer to 3.g. if new study), but Ms. Cara should be able to guide you when trying to join an IRB.
	4. **Joining a student project already started**
		1. To view which student studies are going on, Select “Current Student Projects” on the Medical Students research page (link underneath where you found this form).

\*\*\*Note the difference between a., b., & c. is that by starting your own project, you will for sure be an author on the project (max of 6 which includes at least physician and statistician), and if you are asked about it in a residency interview, you may have more to say about it. But if you put in enough work with b. or c., you will likely still be an author and will be able to speak to the extent of you contribution and knowledge of the project in an interview.

# **(←CLOSE IF N/A) Joining a Study and Need to be added to an IRB:**

* 1. **If you are joining a project - go to the IRB website (**[**https://www.lsuhsc.edu/administration/academic/ors/irb.aspx**](https://www.lsuhsc.edu/administration/academic/ors/irb.aspx)**) to obtain the below forms:**
		1. Change in Personnel form
		2. COI form
		3. Demographic form (2)
		4. Demographic form (3)
		5. \*\*\*fill out the forms as much as you can then send them to Kadie Rome via email or fax.
		6. Kadie J. Rome, MPH
			1. Coordinator, Institutional Review Board
			2. 433 Bolivar Street, Ste 206
			3. New Orleans, LA 70112
			4. Phone: (504) 568-4060
			5. Fax: (504) 568-8808
			6. Email: krome@lsuhsc.edu
		7. \***Do Not** waste time trying to figure out every single thing, fill out the forms then send them to her and she will let you know if you need to complete anything else.

# **(←CLOSE IF N/A) If and only if you plan to obtain data from UMC**

* 1. **If and only if you plan to obtain data from UMC Contact Janaea Brown to find out the proper forms to complete**
		+ 1. **\*\*\*these are not necessary if obtaining data through the LSU private practices, e-mail Dr. Dasa if you do not know if this is necessary**
			2. ALL Applications are to be emailed, mailed or dropped off to the following inbox/location:
			3. Reminder: NEW Drop-Off Location
			4. MAIL Hardcopy Applications: University Medical Center New Orleans
			5. Research Review Committee – Clinical Trials & Research Area
			6. Main Entrance: 2001 Tulane Avenue, New Orleans, LA 70112
			7. Mailing Address: 2000 Canal Street, New Orleans, LA 70112
			8. Diagnostic & Testing (D&T) Building – Floor 5
			9. Phone: (504) 702-5005
			10. Fax: (504) 702-5719
			11. SEND Electronic Applications: Janaea.Brown@lcmchealth.org; cc: Keithen.Potts@lcmchealth.org

# **(←CLOSE IF N/A) Other Medical Records access you will require, once you know what project you are on**

* 1. This Step is for once you know the project you are on and what medical records access you will require. (mainly for L1 & L2’s) \*\*\*only complete these once you know where you will be collecting data
		1. **REDcap:** e-mail Dr. Claudia Leonardi (cleon1@lsuhsc.edu) and she will put your name in the system. Then by searching “redcap” on the LSUHSC web page, you can access the webpage and once on the page once Dr. Leonardi has allowed access you should have access using your LSUHSC ID & password
		2. **For EPIC and CLIQ:** you must e-mail Ms. Brenda Galle (bgalle@lsuhsc.edu) stating “I am a L1 or L2 who is working on a research project \*insert Name of project, IRB, & the associated Faculty Member\* and I need access to EPIC and CLIQ (please include all facilities). Thanks, \*your name\*”
		3. **For All Scripts and Private Access:** e-mail Ms. Edwina Jackson (ejack9@lsuhsc.edu) once you email the form she sends you back to her, someone will e-mail you and guide you the rest of the way. You may have to set up a short training meeting in order to complete the process and activate your access.
		4. **For Ochsner Epic access:** fill out both Ochsner Epic forms(Ochsner Epic and Reviewer Demographic form) that can be found on the Medical Students tab of the Orthopaedic research webpage then email it to Ms. Rowe (the Research Coordinator) for Dr. Dasa to sign and they will send it to Ochsner Epic. \*if any issues with using their epic contact them via email EpicSecurity@ochsner.org
		5. **For access to Children’s EMR access:** Ask the Faculty Member that you are working with on the project to E-mail Wendy Huval (wendy.huval@lcmchealth.org) and cc. Catherine Mooney (catherine.mooney@lcmchealth.org) including the IRB # and a short explanation.
1. **The following Steps are also for a New project**

**\*Download the Resident Student Research Proposal and Routing Form which is required to fill out as you move along.**

* 1. REMEMBER: Need at least 3 student members on research team to distribute workload as indicated previously.
	2. Meet/discuss with Faculty member you will be working with to discuss if project is possible via email (Cc: students on research committee)
		1. *ENSURE YOU ARE FAMILIAR WITH WHAT IS REQUIRED ON ROUTING FORM BEFORE MEETING - SO TIME IS NOT WASTED.*
		2. Make sure to bring the Faculty Project Proposal form if completed for the idea.
		3. Would recommend skimming the rest of this document prior to meeting to familiarize yourself with research process.
	3. Go to Medical student webpage to access Routing form if not already accessed and follow instructions given at the top of the form.
	4. After doing a literature review of relevant information regarding your topic, write a 2-3 page introduction/lit review as seen in the EXAMPLES given on the student webpage.
	5. Then summarize this information into a 300 word abstract that will be placed in the PROJECT ABSTRACT portion of the Routing Form.
		1. DO NOT feel overwhelmed by all this, it is just an idea of some the fonts and styles to be used along with using resources
		2. **But all in all the INTRODUCTION/LIT REVIEW is just to show Dr. Dasa that you have an idea about what the project plan is and that you have researched the topic**
	6. After Routing form is completed, click the link at the top of the routing form to fill out the electronic routing form to be submitted to Dr. Leonardi for review by herself and faculty on the committee.
	7. **\*\*\*REFER TO THE MEDICAL STUDENTS WEBPAGE ON THE ORTHO RESEARCH WEBSITE FOR EXAMPLES ON INTRO/LIT REVIEW, IRB, IBC**
	8. AFTER ROUTING FORM SUBMISSION AND APPROVAL BY FACUTLY, Develop IRB and IBC *(the two committees that deliver approval to perform research for a specific project) (difficult to complete, but we have templates to go off of)*
		1. **Determine if study needs an Exempt Research Application, Expedited Research Application, or Full Board Review Research Application by asking Dr. Dasa or the faculty you are working with to determine which of the 3 application forms are required for your particular study**. However, the forms that are always required for Retrospective and Prospective studies for IRB and IBC are located at <http://www.lsuhsc.edu/administration/academic/ors/irb.aspx> <http://www.lsuhsc.edu/administration/academic/ors/ibc.aspx> , respectively. The list of those forms are below.
			1. General **Retrospective** Studies
				1. Required IRB forms include:

Demographic Form

Conflict of Interest

Informed Consent Form

HIPPA Authorization Form *(Click link)*

Emergency Notification Letter

* + - * 1. Required IBC forms include:

Request of Exemption from IBC Oversight

* + - 1. General **Prospective** Studies (*Complete the same forms as retrospective, however swap the listed forms below)*
				1. Required IRB forms include:

Complete “[Greater than Minimal Risk (Full Board Review) Research Application](http://www.lsuhsc.edu/administration/academic/ors/docs/Full_Board_Research_Application.doc)**”** instead of “Exempt Research Application”

* + - * 1. Required IBC forms include:

Complete “IBC Application and Amendment Form” instead of “Request of Exemption from IBC Oversight”

* + - * 1. Prospective studies may require additional forms pending the structure of the project
		1. Using lit review and previous department IRB submission as template, submit project specific IRB and associated paperwork with Research Coordinator assistance
	1. Submit IRB application to Research Coordinator for appropriate signatures and submission
	2. Once IRB approved, begin data collection
	3. Meet with statistician and faculty advisor quarterly to review progress
	4. Once data is collected, submit to statistician for data analysis
	5. Begin manuscript preparation (introduction, materials/methods)
	6. Meet with statistician to review findings of data analysis
	7. Begin results and discussion section of manuscript based on data analysis
	8. Submit abstract for meeting (podium/poster)
		1. *INFORMATION ABOUT TRAVEL POLICY FOUND ON MAIN RESEARCH WEBSITE UNDER: “Resident/Student Travel Policy”*
			1. Make sure to get approval before purchasing anything via email to Dr. Dasa and faculty on study (provide proposed cost in email)
			2. Your contact is Edwina Jackson (ejack9@lsuhsc.edu) for reimbursement and coordination of travel
		2. If POSTER accepted use poster template on dept website
			1. Submit to graphic designer for layout and formatting
			2. Submit final poster template to Edwina if printing is needed
		3. If PODIUM acceptance
			1. Use dept PPT template on dept research website
			2. Submit to faculty for review
	9. Submit manuscript to faculty for review
	10. Submit rough draft for final manuscript editing to dept editor
	11. Submit final manuscript for publication
		1. *A PDF of orthopedic journals that are ranked in order of impact factor to submit to, are listed on the orthopedic research website.*
	12. Forward all acceptances to Dr. Dasa for tracking
1. Contacts
	1. Dr. Vinod Dasa (Orthopedics Research Chairmen) vdasa@lsuhsc.edu)
	2. Cara Rowe (Orthopedics research coordinator) cjoh26@lsuhsc.edu
	3. Ms. Edwina Jackson (Administrative Assistant) ejack9@lsuhsc.edu

\*\*\*When E-mailing any of these three, you can normally Cc the other two and someone will help you.

* 1. Hunter Starring (Musculoskeletal Research Committee Chairman) hstarr@lsuhsc.edu
	2. Stuart Schexnayder (Senior Advisor to the Chair) ssche2@lsuhsc.edu
	3. Jacob Neary (Chair-Elect) jnear1@lsuhsc.edu
	4. Dr. Claudia Leonardi (Faculty Statistician) cleon1@lsuhsc.edu

*\*\*\*If you have an issue please let us know*

*\*\*\*Created By: Stuart Schexnayder, Hunter Starring, Jacob Neary, and Dr. Vinod Dasa (contact if changes are needed)*