**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 <https://www.medschool.lsuhsc.edu/ortho/ortho_committee.aspx>

* 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.
		2. Perform a brief review of literature on the subject via PubMed, and contact the faculty associated with the project to 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 Reccomended 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).
	4. If they agree that you can work on the project, e-mail Ms. Colette Hilliard chilli@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 Colette submits all requests for **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.

* + 1. 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** access you must e-mail Ms.Jeanne Ascani (Jeannine.Ascani@lcmchealth.org) for EPIC UMC access, 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 the EPIC EMR for UMC Thanks, \*your name\*”
			1. **For remote access to EPIC students should contact Mrs.** Adante Hebert ataheb11@lsuhsc.edu using the template above.
		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. **to Children’s EMR access:** Ask the Faculty Member that you are working with on the project to E-mail Emma Crady (Emma.Crady@lcmchealth.org) and cc. Stephanie.Gelpi (Stephanie.Gelpi@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. data is collected, submit to statistician for data analysis
	9. Begin manuscript preparation (introduction, materials/methods)
	10. Meet with statistician to review findings of data analysis
	11. Begin results and discussion section of manuscript based on data analysis
	12. 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
	13. Submit manuscript to faculty for review
	14. Submit rough draft for final manuscript editing to dept editor
	15. 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.*
1. Contacts
	1. Dr. Vinod Dasa (Orthopedics Research Chairmen) vdasa@lsuhsc.edu)
	2. Colette Hilliard, MS, EMT, CCRC(Orthopedics senior research coordinator) chilli@lsuhsc.edu
	3. Ms. Edwina Jackson (Administrative Assistant) ejack9@lsuhsc.edu
	4. Harel Schwartzberg (Senior Advisor to the Chair) hschw1@lsuhsc.edu
	5. John Valentino (Committee Chairman) jvale5@lsuhsc.edu
	6. Olivia Leonovicz (Chair-Elect) oleono@lsuhsc.edu
	7. Dr. Claudia Leonardi (Faculty Statistician) cleon1@lsuhsc.edu

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