

### **How to sign up as an associate PI**

1. Google “Associate PI scheme NIHR” or click on this [link](#)
2. Click on Associate PI registration form
3. Things you need to know
  - a. Your details
  - b. The details (name and email) of the PI in your hospital
  - c. Your hospital address
4. Additional information needed:
  - a. Study name: The HUmeral SHAft fracture trial
  - b. CPMS ID: 45705
  - c. Clinical Trials Unit: Oxford Clinical Trials Research Unit
  - d. Study Manager: Marloes Franssen
  - e. Email: [hush@ndorms.ox.ac.uk](mailto:hush@ndorms.ox.ac.uk)
5. Enter the dates of your current placement
6. Once you receive email confirmation of your PI status you are good to go!
7. Complete the associate PI checklist during your 6-month rotation as a record of your activities. PI to sign this [form](#) and return it by the end of your rotation.

### **Other Links**

1. NIHR Online learning gateway – register to create a free account. <https://learn.nihr.ac.uk>
2. You need to have a valid certificate of GCP within the last 3 years. Free online GCP NIHR training is available.
3. Optional granule course - This course is designed to assist trainees with the practical skills to recruit patients into randomised surgical trials. It can be found under courses and communities > health research innovations > future of health e learning > granule

**Associate Principal Investigator (aPI) Guide to setting up HUSH at your site:** (only applicable if site not already recruiting)

1. Read study documents (Synopsis and Protocol) which are available from the site research team.
2. Recruit PI – any consultant that is interested.
3. Establish department buy-in. If required, raise the trial at a departmental meeting.
4. Determine Research support available at your site. If unsure, call “research nurses” via switchboard.
5. Find your local Clinical Research Network Manager at the [NIHR website](#).  
Contact the research manager for “Division 6”, which includes surgery.  
They can sign-post you to everyone you need in your hospital.
6. Contact [hush@ndorms.ox.ac.uk](mailto:hush@ndorms.ox.ac.uk) to request Site Feasibility Questionnaire (SFQ)
7. Complete SFQ. You will need the following information:
  - a. Research and Development contact
  - b. Main contact – usually a research nurse
  - c. Anticipated recruitment rates.
8. Schedule/ attend Site Initiation Visit with PI and HUSH trial team
9. Agree with local research team how and where patients will be screened/recruited (documented on REDCap) and where the electronic Investigator Site File (eISF) will be kept on your local intranet/ network computers.
10. Liaise with contracts department to facilitate localising and signing of site agreement
11. Liaise with R&D department to facilitate issuing confirmation of Capability & Capacity to conduct study (R&D approval)

All of the activity above will count towards your [PubMed authorship points](#) and the [NIHR associate PI scheme](#)