How to sign up for the NIHR Associate Principal Investigator (API) Scheme

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: SCIENCE: Surgery or Cast for Injuries of the EpicoNdyle in Children's Elbows: A multi-centre prospective randomised superiority trial of operative fixation versus non-operative treatment for medical epicondyle fractures of the humerus in children

    b. CPMS ID: 41515

    c. Clinical Trials Unit: Oxford Clinical Trials Research Unit

    d. Study Manager: Louise Spoors

    e. Email: sciencekids@ndorms.ox.ac.uk

5. Enter the dates of your current placement

6. Once your application has been confirmed, you will receive an email from the Associate PI Scheme Central Team confirming your application.

7. In this email, you will receive a link and an enrolment key for you to enrol on the Associate PI Scheme learning course on NIHR Learn. You need to complete the 6 month learning course and journal entries to evidence what you have done.

8. Download and complete your checklist during your 6 month rotation to record your activities. The PI will need to sign this form, as well as the study manager, at the end of your rotation.

9. A certificate will be issued by NIHR Central Team once the completed checklist has been submitted. This can be added to your training portfolio.

10. You need to supply a recent signed and dated CV and a valid certificate of GCP (within the last 3 years) to the study manager. Free online GCP NIHR training is available.

11. Explore Learning at NIHR Learn NIHR Online learning gateway – register to create a free account. https://learn.nihr.ac.uk for a range of resources and courses to

develop your knowledge of clinical research.

12. 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 here: Granule Course Enrolment

Associate Principal Investigator (aPI) Guide to setting up SCIENCE at your site:

1. Read study documents (Synopsis and Protocol) which are available at https://science.octru.ox.ac.uk

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 sciencekids@ndorms.ox.ac.uk to request Site Feasibility Questionnaire (SFQ)

7. Complete SFQ. You will need the following information:

   a. Research and Development contact (via switch board or via CRN manager)

   b. Main contact – usually a research nurse

   c. Contact for Clinical coding (as per point 7a)

   d. Anticipated recruitment rates.

8. Schedule/ attend Site Initiation Visit with PI and SCIENCE 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)

Also check out the points needed to be a named PubMed collaborator (the above will help hugely – just recruit a few patients too!)