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

1. Read study document. [WAX Synopsis](#) +- [Protocol](#)
2. Recruit PI – any consultant that is interested.
3. Establish department buy-in. If required, propose at departmental meeting. [Example presentation](#)
4. Determine Research support available at your site. If unsure, call “research nurses” via switchboard.
5. Find your local Clinical Research Network Manager: <https://www.nihr.ac.uk/explore-nihr/support/clinical-research-network.htm#>
Contact the research manager for “Division 6”, which includes surgery.
They can sign-post you to everyone you need in your hospital.
6. Contact Wax@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. You/ the research nurses can find this by:
 - i. A Searchable database such as...
 - ii. Old Admission/ Theatre lists
 - iii. Virtual fracture clinic lists
8. Schedule/ attend Site Initiation Visit with PI and WAX trial team
9. Agree with local research team how patients will be screened and recruited and where [screening logs](#) will be kept on your local intranet/ network computers.

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

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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. CPMS ID: 43740
 - b. Clinical Trials Unit: Oxford Clinical Trials Research Unit
 - c. Study Manager: Martin Austin
 - d. Email: Wax@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](#) return it by the end of your rotation.