

## **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](mailto: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](#)

### **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: Kate Herbert
  - d. Email: [Wax@ndorms.ox.ac.uk](mailto: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.