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## PREHOSPITAL RESEARCH PROCEDURE

**PURPOSE:** To coordinate the efforts of prehospital researchers in obtaining research approval and collecting information within the NHSHP services area.

- I.** Researchers will submit a written proposal to the NHSHP Director or the MIC Medical Director. This should include:
  - a. A brief summary of the research plan
  - b. Purpose
  - c. Background information
  - d. Location
  - e. Duration of the study
  - f. Subject population
  - g. Potential benefits
  - h. Risks
  - i. Procedures for protection
  - j. Consent form to be used
- II.** The proposal will be placed on the agenda at the next NHSHP Operations Committee meeting. Copies of the proposal will be made available for participants to review prior to the meeting.
- III.** The proposal will be discussed and one of the following actions will be taken:
  - a. Forwarded to the appropriate institutional review board(s)/committee(s).
  - b. Approved for implementation.
  - c. Recommendation(s) for revisions made to the researcher(s).
- IV.** The decision made will be reflected in the minutes and will be communicated to the researcher in writing.
- V.** Each approved research study will be assigned a liaison person in the NHSHP system to facilitate data collection and proposal implementation.
- VI.** Any system-wide study requiring institutional approval will require review by the appropriate body in both Hospital of Saint Raphael and Yale-New Haven Hospital.
- VII.** A written report will be generated by the researcher on completion of the research, and submitted to the NHSHP Director and MIC Medical Director.

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