



PARTICIPANT RECRUITMENT CHECKLIST
Pharmacogenomic Services in Community Pharmacy
(H16-02362)

Date	
Ensure you complete and document the following steps when recruiting a participant for the study so they may provide consent. Write down any relevant notes/discussion that come up during the process.	
<input type="checkbox"/>	Move participant into private area – verify they have about 20-25 mins.
<input type="checkbox"/>	UBC Pharmaceutical Sciences leading the research, funded by Genome BC, Pfizer and Green Shield.
<input type="checkbox"/>	Participation is voluntary, won't have any effect on healthcare they receive from pharmacy or other healthcare providers whether they participate or not.
<input type="checkbox"/>	Project is looking to recruit participants who: <ul style="list-style-type: none"> • are currently taking or have previously taken one of the qualifying drugs • understand English or have a competent translator • are 19 years or older • are able to provide consent & info required
<input type="checkbox"/>	You and the research team have been trained on consent procedures, handling saliva samples and maintaining privacy & confidentiality in compliance with applicable laws.
<input type="checkbox"/>	Identify the purposes of the research project: <ol style="list-style-type: none"> 1. Assess public and patient receptivity to receiving pharmacogenomic sequencing and advice in community pharmacies.
<input type="checkbox"/>	2. Outcome analysis of the test results.
<input type="checkbox"/>	3. Validate storage and communication of actionable data
<input type="checkbox"/>	4. Capture patient experiences.
	5. Creating digital database of DNA sequence info for future research.
	6. Inform the health care case and financial case for PGx implementation.
<input type="checkbox"/>	Participation advances genomic research. Participant will receive test results and medication may be altered.
<input type="checkbox"/>	Clearly explain what you require of the participant and re-iterate what the study requires: <ul style="list-style-type: none"> • Consent
<input type="checkbox"/>	• Saliva sample
<input type="checkbox"/>	• Personal info (may contact if something missing or for future research)
<input type="checkbox"/>	• Medication/medical history – will be linked to DNA info for research purposes
<input type="checkbox"/>	Explain/reassure the participant about what will happen to their personal info: <ul style="list-style-type: none"> • Protected by privacy laws at all times.
<input type="checkbox"/>	• Only project manager, principle investigator or his designate will have access to identifying info.
<input type="checkbox"/>	• Once participant info & saliva sample received at UBC, will only be identified by participant code.



<input type="checkbox"/>	<ul style="list-style-type: none"> Key file will be only link between participant codes & identifying info. The key file, will be transferred to a separate drive which will be kept in a secure location within UBC with limited access. 	
<input type="checkbox"/>	<ul style="list-style-type: none"> No personal info sold or used for commercial purposes. Identity will not be disclosed in any report. 	
<input type="checkbox"/>	<ul style="list-style-type: none"> All identifying info and saliva samples will be destroyed by December 31, 2020. De-identified digital DNA sequences retained until no longer useful for research. 	
<input type="checkbox"/>	Re-iterate: A project goal is to create a digital database of DNA sequence info – means that de-identified DNA info could be used for other research (with ethics approval).	
<input type="checkbox"/>	Can withdraw any time without giving reason (until key file destroyed - Dec 31, 2020).	
<input type="checkbox"/>	Can contact you or contacts listed in info package for questions or withdrawal.	
<input type="checkbox"/>	<p>By consenting, participant does not give up any legal rights if they become ill or injured as a result of participation.</p> <ul style="list-style-type: none"> Risk is extremely low since – only providing saliva sample & some personal/medical info. 	
<input type="checkbox"/>	Study will not cost anything except their time. Will receive a report for participation.	
<input type="checkbox"/>	Show video to explain some science and procedures. Stay with them to answer questions.	
<input type="checkbox"/>	Ask participant to explain what they understand and think of the info they've heard and seen. Any questions or more information required?	
<input type="checkbox"/>	<p>Explain what the participant needs to do next:</p> <ol style="list-style-type: none"> Take Participant Info Package and Consent Form home to review. 	
<input type="checkbox"/>	<ol style="list-style-type: none"> Understand their obligations and how their info, saliva and DNA is going to be used. 	
<input type="checkbox"/>	<ol style="list-style-type: none"> If they still want to participate, a second meeting is required to: <ol style="list-style-type: none"> Sign the consent form. Collect the saliva sample. Obtain some personal and medical info. <ol style="list-style-type: none"> Show Data Collection Form & Participant Identifying Form 	
<input type="checkbox"/>	<p>Arrange follow-up meeting.</p> <ul style="list-style-type: none"> Bring in meds or list of meds. Must not eat, drink, smoke, or chew gum 30 mins prior to second meeting for saliva collection. 	

Pharmacy Name			
Pharmacy Address			
Pharmacist Name		License #	
Pharmacist Signature			