HOW TO DO SITE SPECIFIC RECRUITMENT

Site Specific Recruitment *generally** occurs when research team members visit a community partner site and recruit people from that site.

Site specific recruitment doesn't necessarily entail site visits – site visits must first be agreed upon with the community partner site. See the document titled ▮ for a list of sites, site contacts, and guidance on what recruitment activities are currently permitted at each site.

To do a site visit and recruit participants, follow these steps:

Step 1: Set up a meeting with a partner site

The Research Coordinator is responsible for setting up a meeting with partner sites. Recruitment goals will be discussed during the weekly ▮ meetings. When a meeting is set up, the Research Coordinator will assign a ▮ staff member to recruit at that site.

If you are assigned to do recruitment, it is highly recommended not to recruit alone. This is for safety and so that more than one potential recruit can be spoken with at a time.

Step 2: Gather everything you need

Gather the following:

- Recruitment tub containing recruitment resources and crafts
- Pens + paper
- Advertisement material
- Honorarium money (for participants who want to consent during recruitment)
- Research laptop
- Recruitment visit package
  - Honorarium slips
  - ROIs
  - Consent forms
  - Clinic specific recruitment plan
  - Locator form
  - Recruitment scripts
  - Recruitment checklist

Before heading to the site, check the Clinic Specific Recruitment Log excel document for updates on the site that you are visiting.

YOUR SEARCH FOR "RECRUITMENT" RETURNED 6 RESULT(S).

How to do site specific **recruitment**
Explains how to set up a visit with a clinic to recruit participants for the study.
How to do site specific recruitment.htm

Recruitment strategies for ▨▨▨▨
Provides a list of all the **recruitment** methods we use to gather participants for the study.
Recruitment strategies for ▨▨▨▨

How to distribute advertisements
Putting up posters and advertisements to help spread word about the study in the community.
How to distribute advertisements.htm

How to determine if a participant is eligible
During **recruitment**, you can ensure a recruit meets the inclusion criteria by asking them these questions: "Are you currently receiving iOAT?" "Have you received iOAT in the past?" Recruits who answer "Yes" to the first question are eligible for Objective 1 and Objective 2 of the study. Recruits ...
How to determine if a participant is eligible.htm

Study population of ▨▨▨▨
The study participants are people who currently receive iOAT services, people who have previously received iOAT services, or nurses who have provided iOAT services. Participants will be recruited from existing iOAT service locations in BC and from the DTES. See also: Background of ▨▨▨▨ Purpose of ...
Study population of ▨▨▨▨

How to manage the phone line
The DTES office phone number is ▨▨▨▨. Potential candidates may call this line to inquire about ▨▨▨▨ If this happens, follow these procedures when answering the phone: Provide information about ▨▨▨▨ You can use the **Recruitment** Scriptsin the dropbox as a guideline for what to say Determine ...
How to manage the phone line.htm

Recruitment

Recruitment strategies for ▨▨▨▨
How to distribute advertisements
How to develop community relationships
How to do site specific recruitment
What to do after finding an eligible participant
How to determine if a participant is eligible
How to do outreach on the street
How to manage the phone line

Consenting

Why participants need to be consented
How to file completed consent forms
How to consent a participant

RESEARCH METHODS USED IN ███

To collect the relevant data, ███ researchers will work with participants in using a variety of research tools. These tools include surveys, questionnaires, existing health records, and recorded interviews. Participants who have received iOAT services will be asked to share their experiences with receiving iOAT. Nurses will be asked about their experiences delivering iOAT services.

The following table provides a reference of the time points of the study and the research tools that will be administered. This table acts as a guide, there is some flexibility of when instruments can be administered.

Research Tool	The consenting visit	First Visit	6 Month Follow-up	12 Month Follow-up
Informed consent form	X			
Release of Information forms	X			
Socio Demographics		X	X	X
Substance use		X	X	X
FTND/E-FTND		X	X	X
Treatment and Access to Service		X	X	X
ODAS			X	X
EuropASL		X	X	X
OTI- HIV and Health sections		X	X	X
MAP		X	X	X
Structural Vulnerabilities Assessment Tool		X		X
OSTQOL-38		X	X	X
NorVold		X	X	X
PCL-5		X	X	X
V-12		X	X	X
CTQ		X		

- EuropASI = European Addiction Severity Index
- FTND = Fagerstrom Test for Nicotine Dependence and E-Cigarette
- ODAS = Opiate Dosage Adequacy Scale
- OTI = Opiate Treatment Index

HOW TO DISTRIBUTE ADVERTISEMENTS

▇▇▇ advertisement materials are overseen by the Research Coordinator. Advertising materials will be distributed to the community. The location in which advertisements are distributed are agreed upon with community partner sites. Advertisements contain information about PORTIA, eligibility requirements, and contact information. The advertisements that currently exists and are:

- Posters
- Recruitment Cards
- Letters of Contact (WIP) Advertisement material can be found in the Dropbox

They will be distributed in the following ways:

Distribution Activity	How to do it
Putting up posters	- Generally, we do not put-up posters ourselves - We provide posters to site contacts when we visit partner organisations and they put up the posters - If you want to put up a poster first check with the Research Coordinator and the site contact
Putting up posters Handing out Recruitment Cards materials to iOAT sites	- We do not hand out recruitment cards to everyone - During site visits inquire whether you can provide the cards to recruits at the site - If permitted, provide recruitment cards to recruits and to site contacts
Distribution of advertisements over email	- Relationships over email is developed by the Research Coordinator - Research assistants will be assigned as the primary contact for specific partners - As a primary contact, you are responsible for communicating with the organisation and making sure that they have the advertisement materials that they need

SEE ALSO:

- Recruitment strategies for PORTIA
- How to do outreach on the street

Sidebar navigation: