APPLICATION FORM – HIGHLY QUALIFIED PERSONNEL (HQP):

Pragmatic clinical trials are often embedded in routine care and involve the analysis of routinely collected data (e.g., health registries, electronic medical records, and administrative data). Done well, pragmatic trials yield valid generalizable results faster than explanatory ("traditional") clinical trials and can be completed at a fraction of the cost.

The **HDRN Canada Pragmatic Trials Training Program** is a Clinical Trials Training Platform funded by the Canadian Institutes of Health Research (CIHR). Coordinated by the Schulich School of Medicine & Dentistry at Western University and embedded within HDRN Canada, this two-year virtual pan-Canadian program will provide training to advanced learners across three streams: (1) future trial leaders, (2) postdoctoral fellows, and (3) highly qualified personnel.

Eligibility: Highly qualified personnel (HQP) must be employed at a public sector (e.g., academic institution, government, health care organization, research centre) or private sector organization (e.g., contract research organization, pharmaceutical or biotechnology company) in Canada. The HQP must be employed by an organization that desires to develop their capacity related to pragmatic trials research and the employer must approve, in writing, of the applicant's involvement in the training program.

Application deadline: Applications will be accepted until Friday, December 22, 2023 (5:00 PM Eastern time). Results will be announced via e-mail in February 2024.

Program duration: April 15, 2024 – March 31, 2026 (2 years).

Description: Acknowledging that HQP are advanced learners with various obligations, this training program is entirely virtual and largely asynchronous in nature. At minimum, HQP must be able to engage with tasks related to the program on a bi-weekly basis (6 hours over a two-week period, ~3 hours per week).

With the goal of creating a community of learners, attendance at monthly, one-hour virtual meetings will be required as well as routine asynchronous engagement (e.g., reflections on educational content) within a learning management system.

Public sector HQP employed by HDRN Canada member organizations will be involved, when possible, in an experiential project-based learning experience. The project should further HDRN Canada's ability to support pragmatic trials research (e.g., reducing barriers for analyses of routinely collected data, particularly multi-regional data, that informs trial design and execution). Throughout the program, HDRN Canada HQP will reflect and present on obstacles and solutions encountered during their projects.

There will not be an expectation for public sector HQP outside of HDRN Canada or private sector HQP to engage in project-based learning. However, such opportunities can be discussed after acceptance into the program on a case-by-case basis.

Funding: To facilitate the involvement of public sector HQP, public sector organizations will receive 150 hours of time release funding, per year, valued at a minimum of $50 per hour (i.e., each public sector employer will receive a minimum of $7,500 per year for each of their HQP in

the program). This amount may be adjusted based on the number of successful public sector HQP applications. Funding will be transferred to the public sector employer for a second year upon their HQP meeting year-one requirements. Private sector organizations will not receive any funding during the involvement of their HQP in the program.

Program offerings:

- Participants will have access to a learning management system with educational materials focused on pragmatic clinical trials (e.g., trials examining interventions that can be evaluated in routine care settings, with large diverse samples of patients, which produce generalizable evidence that informs real-world decision making).
- As a first time offering, the program will seek routine feedback from participants and adapt to help meet their learning objectives. Acknowledging the various obligations of participants, this largely asynchronous virtual program will facilitate experiential project-based learning opportunities and foster the development of a vibrant community of learners.
- Participants will have access to a pan-Canadian network of HDRN Canada member organizations that have committed to providing further training and career advancement opportunities.
- Participants will have access to the Wabishki Bizhiko Skaanj Learning Pathway, and other related training, to enhance their knowledge and awareness of racial biases, Indigenous voices and stories, the impact of colonization on Indigenous health, and culturally safe health research practices.

Intended outcomes: At the conclusion of this two-year virtual training program, all HQP will have expanded their understanding of pragmatic trials and strengthened their networks through engagement with future trial leaders, postdoctoral fellows, and other HQP in the training program. This will allow HQP to serve as ambassadors for pragmatic trials within their host organizations. HQP employed by HDRN Canada member organizations may have contributed to an experiential project-based learning experience. A certificate will be provided upon successful completion of the program.

Applicant evaluation criteria: With the goal of training HQP who are committed to serving as ambassadors for pragmatic trials within their host organizations, a pan-Canadian selection committee will assess the following: the applicants (1) research training and experience, (2) need for specific training in pragmatic trials, (3) role at their employer and its relevance to pragmatic trials research, and the employers (4) overall mandate and mission, and its commitment to their HQPs involvement in the program.

If you have any questions or concerns, contact the Program Manager (Taylor McLinden) at taylor.mclinden@hdrn.ca.

Health Data Research Network Canada
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Western University, Ontario, Canada

Réseau de recherche sur les données de santé du Canada
Health Data Research Network Canada

Schulich
MEDICINE & DENTISTRY   Western

Applicants must review the program overview document prior to submitting their application.

APPLICATION FORM – HIGHLY QUALIFIED PERSONNEL (HQP):

Contact information

Name: _____   Preferred name (optional): _____

Position/title: _____   Organization: _____

Street address: _____   City/town: _____

Province: _____   Postal code: _____

E-mail: _____   Phone: _____

Citizenship status (check one)

☐ Canadian citizen

☐ Canadian permanent resident   Country of citizenship: _____

☐ Canadian work permit   Country of citizenship: _____

☐ Other   Specify: _____

*Self-declarations (optional)**

* Although self-declarations are encouraged, non-responses will have no consequences. This information will only be viewed by program staff and may be used in aggregate for anonymized reporting purposes.

Gender:

☐ Agender   ☐ Bi-gender/multi-gender   ☐ Gender-fluid   ☐ Gender Queer

☐ Man   ☐ Non-binary   ☐ Questioning   ☐ Transgender

☐ Two-spirit   ☐ Woman

☐ Gender not specified   Specify: _____

☐ Prefer not to answer

Do you identify as a person with a disability?

☐ Yes   ☐ No   ☐ Prefer not to answer

Do you identify as an Indigenous person (e.g., First Nations, Inuit, and/or Métis)?

☐ Yes   ☐ No   ☐ Prefer not to answer

Which categories best describe you? Check all that apply.

☐ Black   ☐ East Asian   ☐ Latin American   ☐ Middle Eastern

☐ South Asian   ☐ Southeast Asian   ☐ White

☐ Other   Specify: _____

☐ Prefer not to answer

Curriculum planning

What is your primary area of expertise? Check one (the most relevant).

☐ Epidemiology   ☐ Biostatistics   ☐ Clinical research   ☐ Privacy, ethics, regulations

☐ Implementation science   ☐ Inclusion, Diversity, Equity, and Accessibility

☐ Indigenous rights and data sovereignty

☐ Other   Specify: _____

Which area do you wish to learn more about? Check one (the most relevant).

☐ Epidemiology   ☐ Biostatistics   ☐ Clinical research   ☐ Privacy, ethics, regulations

☐ Implementation science   ☐ Inclusion, Diversity, Equity, and Accessibility

☐ Indigenous rights and data sovereignty

☐ Other   Specify: _____

Have you previously completed any training modules in the [Wabishki Bizhiko Skaanj Learning Pathway](#)? Check all that apply.

☐ Supporting Each Other's Journey: Land Acknowledgment Learning Series

☐ KAIROS Blanket Exercise

☐ San'yas Indigenous Cultural Safety Training

☐ Indigenous Research Ethics and Protocols

☐ Knowledge Keepers in Research

☐ The First Nations Principles of OCAP Training

☐ Cultural Competency Knowledge Bundle

☐ Other   Specify: _____

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Statement of interest (maximum 3000 characters with spaces)

Applicants must outline their academic and professional background, current research or professional focus, and expectations regarding how this training program will support their work.

- If the applicant has not engaged in pragmatic trials research prior to this program, they should describe their reasons for entering this space. If they have prior experience, it should be described along with what the applicant intends to gain from their involvement in this program.

The applicant should comment on their interest and capacity to learn and interact in a virtual environment.

Host organization/employer

☐ **OPTION 1 –** I am employed by a HDRN Canada member organization.

☐ **OPTION 2 –** I am <u>not</u> employed by a HDRN Canada member organization.

    ☐ I am employed at a different **public sector** organization in Canada.

    ☐ I am employed at a **private sector** organization in Canada.

Host organization/employer name: _____

Host organization/employer website: _____

Supervisor name: _____

Supervisor e-mail: _____

Supervisor phone: _____

(Only complete one of the two sections below: "OPTION 1 – Project description" or "OPTION 2 – Host organization/employer description")

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OPTION 1 – Project description (maximum 3000 characters with spaces)

HQP employed by a [HDRN Canada member organization](#): In consultation with the applicant's supervisor at a HDRN Canada member organization, the applicant must – to the best of their ability – describe a project they will support during their involvement in the program. The project should further HDRN Canada's ability to support pragmatic trials research (e.g., reducing barriers for analyses of routinely collected data, particularly multi-regional data, that informs trial design and execution).

Alternatively, if you cannot describe a project at this time, describe a hypothetical area or theme that you may be interested in (e.g., *"I would like to collaborate on a project related to the development of ___ that furthers ___ in the context of pragmatic trials research…"*)

- Note that the inability to describe a project at the time of applying will not reduce your likelihood of being accepted into the program. If you are accepted, program staff will work with you and your HDRN Canada supervisor to find a suitable project.

OPTION 2 – Host organization/employer description (maximum 3000 characters with spaces)

Public sector HQP <u>not</u> employed by HDRN Canada and private sector HQP: Public sector HQP (outside of HDRN Canada) and private sector HQP will not necessarily engage in a project-based learning experience. Alternatively, such applicants should describe their host organization/employer (i.e., overall mandate, mission) and their role within it, emphasizing how this training program may benefit them and their employer.

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Conflict of interest declaration (maximum 1500 characters with spaces)

☐ I have an actual, perceived, or potential conflict of interest that may relate to my involvement in this training program and I have described it below.

☐ I do <u>not</u> have an actual, perceived, or potential conflict of interest that may relate to my involvement in this training program.

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APPLICATION CHECKLIST – HIGHLY QUALIFIED PERSONNEL (HQP):

☐ Completed application form *(this document)*

☐ Curriculum Vitae (CV)

☐ Transcript from most recent degree program

- Both official and unofficial transcripts (in English) are acceptable.
- If your latest degree was completed prior to April 15, 2019 (more than 5 years before the start date of this training program), a transcript is not required.

☐ Letter of support from the supervisor at the applicant's employer **(1 page maximum)**

Letters of support are <u>not</u> confidential and must be submitted in the application package. Letters must contain an official letterhead, the signature of the supervisor, and their contact information (i.e., e-mail, phone number, address).

- The letter must describe the supervisor's experience with the applicant. It should reflect an understanding of the pragmatic trials training program so that the supervisor and their host organization can support the involvement of the HQP in the program over a two-year period.
  - o **Public sector organizations employing HQP:** It must be understood that the time release funding may not match the hourly wage of the applicant. While the specified amount may be adjusted based on the number of successful public sector HQP applications, the employer should consider the feasibility of their HQPs involvement with the minimum funding allocation in mind.
  - o **Private sector organizations employing HQP:** It must be understood that your organization will not receive any time release funding for the involvement of your HQP in the program.
- In all cases, the supervisor should directly indicate in the letter that they will ensure their HQP has protected time to be involved in the program. If necessary, additional approvals from the employer's leadership can be sought and kept on file by the supervisor (for future reference, if ever needed).
- **HQP from HDRN Canada member organizations:** The letter should reflect that the HDRN Canada supervisor and applicant have collaboratively drafted the submitted project description to facilitate experiential learning. In the case where the applicant was not able to propose a project, an explanation (e.g., *"My member organization does not have the capacity to support pragmatic trials research at this time"*) can be provided in this letter.

Declaration

I, the applicant, certify that I have read the program overview document and that the information provided in this application is correct and complete. I understand that submission of this signed application permits the HDRN Canada Pragmatic Trials Training Program to request and/or confirm any information necessary to support my application and that submission of any false statements or documents will result in withdrawal of consideration for admission to the program.

If accepted into the program, I commit to:

☐ Engaging with tasks related to the program on a bi-weekly basis (i.e., for a minimum of 6 hours over a two-week period, ~3 hours per week).

☐ Attending 80% of the monthly, one-hour virtual meetings and routine asynchronous engagement (e.g., reflections on educational content) within a learning management system.

☐ Providing any necessary financial documentation to program staff, in a timely manner, for the purposes of CIHR reporting.

For public sector HQP employed by HDRN Canada member organizations only, I commit to:

☐ Engaging, when possible, in a project-based learning experience that furthers HDRN Canada's ability to support pragmatic trials research.

☐ Reflecting and presenting on obstacles and solutions encountered during this project.

Name: _____

Date: _____

Signature: _____

Note that the application form may lock (preventing further editing) after it is saved with a digital signature.

Deadline: Friday, December 22, 2023 (5:00 PM Eastern time)
Submit the completed application form, CV, transcript (if applicable), and letter of support as one combined package (i.e., a merged PDF) to pragmatic.training@uwo.ca with the subject line: *HQP application*