

Proposal

Each student should prepare a one –two page research project proposal (abstract) that summarizes the basis of the planned project and details your participation for the semester. The proposal should contain two parts. Part one should be the abstract of the project, include the overall goal of the project, a timeline including the student’s participation, and the student’s individual goals of participation for the semester.

For example:

I am choosing to participate in an ongoing research project on teaching paramedic prehospital providers to use video technology in achieving endotracheal intubation. This project is being supervised by Dr. Michael Gonzalez, and includes a retrospective review of charts from previous cases of attempted endotracheal intubation, designing and producing an initial educational component for paramedics on the device, and ongoing reporting of cases using the video technology for achieving endotracheal intubation. This is anticipated to be a two year project. This semester, as a participant in this research project, my participation will include:

- *Designing a rubric to conduct retrospective chart review*
- *Reviewing charts from (xxx) cases*
- *Recruiting EMS services to participate in this study*
- *Participation in offering the initial education component for this device*
- *Designing a reporting procedure for paramedics who deploy the device*

Part two of the proposal should include logistical details of the project. Include pertinent details about how/where the work will be performed, how the student will access necessary data, and plans for any required training.

For example:

My project includes chart review, recruitment of EMS services, and the design of a reporting procedure. To accomplish these goals, I plan to:

- *Provide proof of attendance at annual HIPAA training by REMS, in order to access electronic records at BCM for the purpose of this project. I will also need to complete the HCEC orientation and get an ID badge to be able to access the office. I have arranged to complete these by (xxx date).*
- *Work with Dr. Gonzalez to set up an email account for the project that all project personnel will be able to access. We will be using (a google drive, a BCM website, owlspace) to store project data. I plan to spend 4-5 hours a week at BCM doing chart review, that must be done on site, and the remainder of the time working remotely on the aspects of the project that may be done electronically. With the BCM ID badge, I will be able to work in the office (Room xxx at BCM, or Ben Taub), and will have a personal sign-on to access medical records.*

The proposal is due by the end of the first week of classes, EOB Friday, and can be submitted via email attachment.

Bi-weekly report

The bi-weekly report should be an email to the Faculty Physician, Program Director, and Course Director. It can be based on the abstract goals set forth in the course proposal, giving a brief update. It does not need to include detailed findings, but should include a summary of work and pertinent findings that may influence or change goals to fit the overall goal of the project.

For example:

Sept. 9-22, 2013

During these two weeks of the semester, I worked on the following aspects of my research project.

- ***Designing a rubric to conduct retrospective chart review*** – *The rubric that was drafted earlier in the month has been revised, and the revisions were submitted to Dr. Gonzalez for approval. He approved the rubric, and this has been made into an electronic form for easier data collection.*
- ***Reviewing charts from (xxx) cases*** – *The rubric was ready to use last week, and I started working on chart review. This week, I focused on learning how to sort charts and identify cases with attempts at endotracheal intubation. Need to consult with Dr. Gonzalez on ruling out cases involving a higher level provider (MD) arriving on scene and assuming care. I was able to review 20 charts this week. The project will need at least 500 charts reviewed for the semester, and I am hoping to accomplish 40/week now that I have learned how to access the system and sort data more efficiently.*
- ***Recruiting EMS services to participate in this study*** – *I have been in touch with Dr. Gonzalez about identifying potential services. We are considering 14 services, based on number of providers, number of calls, and geographic location. We are planning to have a final list in the next two weeks.*
- ***Participation in offering the initial education component for this device*** – *I have been sending out inquiries to other urban systems similar to HFD who include video technology in their training curriculum for advanced airway placement. Based on this information, in the next month, I plan to propose to Dr. Gonzalez objectives for the training, and meet with him to discuss the format of the initial education component so this can be scheduled by November 1.*
- ***Designing a reporting procedure for paramedics who deploy the device*** – *no work on this goal in the past two weeks. This is anticipated to be part of the second half of the semester, once I am more familiar with charting trends, so I can develop a functional reporting procedure.*

The bi-weekly report should be emailed to the Faculty Physician, Course Director, and Program Director by the date noted on the course syllabus.