



## **POLICY ON RESEARCH IN EMERGENCY MEDICINE**

The Division of Emergency Medicine is committed to promote and support research in Emergency Care. This research will inform policies, formulate clinical management plans, guide and assess quality management interventions and promote patient safety.

Currently research is conducted primarily through MMed or MPhil projects. In 2010 the Division aims to increase its research output through the development and expansion of its existing programs. Original research projects are mandatory for:

- MMed Emergency Medicine
- MPhil Emergency Medicine
- MPhil Emergency Medicine in Africa
- MSc Emergency Medicine
- PhD Emergency Medicine

In the context of the Burden of Disease and unique challenges facing Emergency Medicine in the Western Cape and Southern Africa, the Division has identified 4 key areas in which research will be concentrated.

### **Research Foci**

1. African Emergency Care Development
2. Emergency Ultrasound in Africa
3. Injury Reduction
4. Pre Hospital care and Disaster Medicine
5. Emergency Care Systems (this is a wide area and includes):
  - a. Triage
  - b. Patient Demographics
  - c. Patient Safety
  - d. Quality of Care
  - e. Clinical outcomes
  - f. Emergency Systems and processes (eg. transport, access to healthcare)

### **Training and Resources**

In order to develop the capability for research within the division, a number of training initiatives have been instituted.

The Division of Emergency Medicine  
University of Cape Town & Stellenbosch University

Part of the 3-weekly registrar teaching day will be devoted to aspects of Critical Appraisal or Biostatistics.

Registrars will be encouraged to attend the **Research Methods for Registrars course** or complete the **Clinical Research Methods** web-based modules.

Research methodology will form part of the **Advanced Emergency Centre Management Course** and the **Clinical Research Methods** course.

In order to support registrar research, capability and capacity within the Division needs to be established.

Faculty are required to attend an Academic Journal Club at least 4 times per year. It is compulsory for junior faculty members to complete the **Biostatistics** and **Clinical Epidemiology** modules of the Health Sciences faculty at Stellenbosch or an appropriate equivalent.

Further training for faculty will be available as part of the PhD seminars run by the Division.

University resources such as the Biostatistics department at the Health Sciences Faculty at SUN and the Public Health Department at UCT are available. There is also a university based Writing department at SUN offering publication support.

The Division of Emergency Medicine has established its own Research Committee. The aims of this committee are:

- To co-ordinate research within the Division
- To guide and promote research in the key research foci
- To assist researchers with developing their protocols
- To identify and support Project Supervisors

This Research Committee will be nominated by the Head of Division. They will meet on a monthly basis and will vet all proposals prior to submission to Ethics at SUN or Surgical Departmental Research Committee at UCT. The process for this is detailed below.

### **Timeline**

All registrars will be required to complete a one-page summary (**DRC Form 1**) of their research idea within 6 months of registration on the MMed program.

Supervisors will be responsible for developing and maintaining a workable timeline for completion and submission of dissertations.

The Division of Emergency Medicine  
University of Cape Town & Stellenbosch University

Annual Reports on the progress of the Research (**DRC Form 2**) must be completed and submitted to the HOD and the university.

All completed dissertations must be submitted to supervisors for final approval **1 month before submission**. As candidates for the FCEM II are required to have passed their dissertation, and given the delay in journal acceptance, it is recommended that the **papers be submitted 3 months prior to the closing date** for college registration (**October** for March exam; **March** for August exam).

For MSc and MPhil theses, submission dates are **March** for June examination and **August** for December graduation.

## Submitting a Dissertation Protocol – UNIVERSITY OF CAPE TOWN

Note: It is wise to make copies of all documents for your records before further submission

**CONSULT THE DIVISION'S RESEARCH POLICY PRIOR TO STARTING.  
THE MINIMUM TIME TO COMPLETE APPROVAL IS 3½ MONTHS.**

- 1) Choose a topic. Prepare a 1 page high level summary (**DRC Form 1**). Do this with your mentor.
- 2) Discuss with the **Division's Research Committee** (in person, or telephonically). The Division's Research Committee meets the last Friday of every month; they will agree a supervisor with you.
- 3) You and your supervisor should now complete form **D2(a), the Memorandum of Understanding** and **D3, the Supervisor Appointment form**, to be **signed by your supervisor and Prof Wallis** – this goes to Mrs Adri Winckler at the Postgraduate Office once signed.
- 4) Write up your protocol with your supervisor.
- 5) Once your supervisor has approved the protocol, it needs to be cleared by the Division's Research Committee (meeting last Friday of every month); the protocol will then be ready for approval by the Departmental Research Committee (meeting second last Friday of the month). Take or email the protocol to Ms. W. Brown at least a week before the day (phone: 021 4066168; email: warda.brown@uct.ac.za). Following the meeting you will be given a clearance letter, and **Form C1 and D1 (see below) must be signed by Prof Mall and by Prof Wallis**. You may be expected to present your protocol to the DRC meeting (J floor seminar room GSH), chaired by Prof Mall (phone: 021 4064066; email: Anwar.Mall@uct.ac.za).
- 6) Ethics Approval: Complete **Ethics Application Form**. For further details contact Busisiwe Ngidi (email: Busisiwe.Ngidi@uct.ac.za) or Xolile Fula (Phone 021 4066492). If the study involves patients you will need all the 32 copies etc as listed in the application form data. If not, at their discretion they may require only a single copy of the protocol, a covering letter and a synopsis of the protocol. Ethics Committee office is in E46-26, Old Main Building GSH. The committee meets towards end of every month – require submission early in month – see deadlines roster.  
Format of synopsis: 2 pages
  - Broad outline of study
  - Risks to trial subjects
  - Anticipated benefits to trial subjects
  - Anticipated gain in knowledge
- 7) You can now start data collection.
- 8) **Dissertations Committee Approval: Complete Form D1**  
You will have to attach your ethics approval letter to this document. You will also need the signatures of your primary supervisor and Prof Wallis.
- 9) **PGWC approval:** Complete PGWC proposal summary form (on website). Contact Miss Nokulunga Ngamlana (Email: Ngamlana@pgwc.gov.za) for more information.

## Submitting a Dissertation Protocol – STELLENBOSCH UNIVERSITY

Note: It is wise to make copies of all documents for your records before further submission

- 1) Choose a topic. Prepare a 1 page high level summary (**DRC Form 1**). Do this with your mentor.
- 2) Discuss with the **Division's Research Committee** (in person, or telephonically). The Division's Research Committee meets the last Friday of every month; they will agree a supervisor with you.
- 3) Write up your protocol with your supervisor.
- 4) Once your supervisor has approved the protocol, it needs to be cleared by the Division's Research Committee (meeting last Friday of every month); the protocol will then be ready for approval by Ethics.

The **protocol** of research not exceeding five A4 double-spaced pages of typescript and specifying the following (as prescribed by Stellenbosch University):

- the proposed place of research;
  - the topic and the scope of the proposed research;
  - a concise literature review;
  - the aim of the proposed research and/or a statement(s) of the hypothesis(es);
  - the materials and methodology;
  - the projected results, where possible;
  - ethics of the research;
  - the budget, available finances and experimental materials; and
- 5) **Complete application** for submission to the Committee for Human Research for the evaluation of the ethics and registration of the research project (obtainable from the Research Development and Support Division (Tygerberg Campus)).

All information, an application pack, contacts details and more are available from the Research and Development Division's website (just follow the Research Ethics link to the access the Division's site from the Health Sciences Research page):

[http://sun025.sun.ac.za/portal/page/portal/Health\\_Sciences/English/New%20Research](http://sun025.sun.ac.za/portal/page/portal/Health_Sciences/English/New%20Research)

- 6) You are now ready to start data collection.
- 7) **PGWC approval:** Complete PGWC proposal summary form (on website). Contact Miss Nokulunga Ngamlana (Email: [Nngamlana@pgwc.gov.za](mailto:Nngamlana@pgwc.gov.za)) for more information.