



Guideline for conducting Institutional blended e-learning clinical research group seminars/meetings/Journal club in Nigeria

- 1) The Co-ordinator is the key to the success and sustainability of the e-learning meeting.
- 2) All members should register on the www.globalhealthtrials.org website. This should be emphasised as often as possible until everyone is registered. Registration is free.
- 3) The team should as much as possible consist of Investigators e.g. Physicians/surgeons who are consultants or other investigators in non-clinical departments, sub-investigators e.g. Resident Doctors, Research Nurses e.g. Nurses who are interested in clinical research, Research Pharmacists e.g. Pharmacist interested in clinical research, Research scientists e.g. Laboratory scientists, Data managers e.g. those in medical statistics or medical record officers or any other person interested or involved in data management, Field workers e.g. other health workers. There is no limit to the number of people in the research group.
- 4) As much as possible many medical departments and specialists should be encouraged to be part of the team.
- 5) The team should meet at least twice a month but weekly blended meeting has been found to sustain the tempo of learning.
- 6) The time of meeting should be the one most convenient for most of the group members and the one that is most likely to be sustained.
- 7) The co-ordinator may form a WhatsApp forum for all the group members for easy communication.
- 8) The team members should have access to internet in whatever way is possible for the group. The course is an online course hence access to internet is mandatory.
- 9) The co-ordinator should be very familiar with the various e-learning courses on the website especially the short courses and the modular courses. It is advised that the group should start with these before proceeding to other resources available on the platform.

- 10) The team leader should always announce the topic to be treated, how it can be found on the website and the lead discussant(s) at least a week ahead of the meeting to allow all members to personally study the materials before the deliberative meeting.
- 11) It is wise to have more than one lead discussant in case for any reason one of them may not be available for the meeting for unforeseeable reasons. The lead discussants should be varied among the group e.g. A doctor and a nurse, a doctor and a pharmacist, a pharmacist and a laboratory scientists etc.
- 12) The lead discussant(s) should project the online materials for the day's discussion, moderate the discussion by reading the projected materials and ask questions or engage other team members in discussion to clarify, exemplify or explain the materials until every members understand the subject being discussed. The difficult questions arising from the team should be answered by the overall leader or co-ordinator.
- 13) The meeting should not go beyond one hour so as not to discourage members form sustained interest.
- 14) At the end of each course, members should be encouraged to do the quizzes personally and get certified. The co-ordinator has to emphasise and re-emphasise this.
- 15) The ultimate goal is for the members to be knowledgeable and skilled in the requirements, expected standards, the processes and the conduct of clinical research such that they can participate in high quality funded or investigator initiated clinical research.
- 16) The research group site should be registered on the site finder found on the website www.globalhealthtrials.org
- 17) The group should be encouraged to become professional members by registering on the professional membership scheme found on the website www.globalhealthtrials.org
- 18) Members should be encouraged to respond to calls for submission of proposals, scholarships opportunities, sponsorships for conferences, fellowship programmes, personalised trainings, job opportunities and other opportunities shown on the website so that they can enjoy the benefits of belonging to the Global Health Family.
- 19) A secretary and assistant secretary for the group should be nominated. They shall be responsible for taking the minutes of the meetings including the details of the participants (including signatures) for each meeting, topic treated, the lead discussants for the topics, venue, date and duration of the meeting. The minutes should be available in paper and electronic copies for sighting by the Nigerian Regional Faculty and the Oxford team anytime they deem fit.
- 20) The research group should be institutionalised with the recognition and support of the institutional management.
- 21) The leader should identify research gaps that may not be filled by the online programme and arrange for special workshops to fill the gaps e.g. statistics, use of statistical software etc.

- 22) The institutional clinical research team leader or coordinator should update the Lead, Nigerian regional faculty of The Global Health Network about the progress and challenges of the team as deemed fit.
- 23) Team members should be encouraged to attend the National and International workshops or scientific meetings of The Global Health Network.