

**MMED PART III PAEDIATRICS: UNIVERSITY OF CAPE TOWN.
PROCESS AND TRAINING**

April 2017 amended: Enquires Prof A Horn (alan.horn@uct.ac.za)

This document outlines the process of: choosing your research topic; getting it approved as an appropriate study for an MMed and registering yourself in MMed III; attending research training and accessing statistics support; accessing protected research time; accessing research funding; submitting the MMed for examination; and adhering to the deadlines. Please read it in conjunction with the MMed 2014 Guidelines (2017 update pending)

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A. THE FORMS REFERRED TO IN THIS DOCUMENT - WHERE TO ACCESS THEM

- **FHS Ethics forms;** FHS 013; FHS 014; FHS 015; FHS 015hlp; are available from <http://www.health.uct.ac.za/research/humanethics/forms>
- **FHS Clearance Form C1:** FHS 002 – available from the central forms repository: <http://forms.uct.ac.za>
- **Post graduate D Forms:** Form **D1 / D3, D2a, D2b, D1a, D4, D8** and **MMED Guidelines** are available from Geanine Hopley (geanine.hopley@uct.ac.za) or from Vula at the Health Sci Post Grad group or from the MMed/MPhil Reg Research Vula Group. **You should use your allocated UCT email address to be access these groups** – you should be automatically added to both of them when you register and are allocated a UCT email address.

B. CHOOSE A TOPIC AND SUPERVISOR

1. **Choose a topic and supervisor:** Consult the list of available topics and supervisors that is held by Geanine Hopley – it is circulated to all registrars several times a year, whenever topics are added/removed. Alternatively – if you have a clear idea of a different topic you may approach a consultant in the relevant specialty and ask if they are willing to supervise you.

NB: Faculty progression rules require you to have chosen a topic and supervisor and signed form D2a within 12 months of starting your registrar post (if you start at George hospital, you have an additional 6 months to finalise it)

2. Complete a **memorandum of understanding (MOU) form (D2a)** with your supervisor(s) – submit a scanned copy of this form to the MMed Dissertation convenor (Prof Alan Horn: alan.horn@uct.ac.za) and to the registrar coordinator secretary (Ms Noluthando Tshijila: noluthando.tshijila@uct.ac.za) and revise it annually using **form D2b**.

C. WRITE A RESEARCH PROPOSAL, SUBMIT IT FOR APPROVAL, REGISTER FOR MMED III

1. Write a **research proposal** according to the structure described in **Form FHS 015** and form **FHS 015hlp**

BEFORE you write your proposal, but after you have decided on a topic and supervisor, you should access all the training resources described in the next section (“D”) to help you further in the process of writing the proposal, doing the literature search, doing the research study, and writing it up. You should have regular planning meetings with your supervisor during this process.

2. Write **synopsis** according to **Form FHS014**
3. Complete a **supervisor appointment form (D3) and a topic approval form (D1)** – usually combined as D1/3
4. Complete a **new protocol application form FHS 013**
5. If you have received **funding** from **OUTSIDE UCT**, please also Complete a **C1 Clearance form FHS002** (refer to this link if you are unsure whether one is needed:
http://www.health.uct.ac.za/sites/default/files/image_tool/images/116/documents/When%20to%20submit%20FHS%20C1%20form%20080216.pdf
6. Insert your study title (only) into **Form D1a**
7. Submit your proposal, synopsis, completed forms **D1, D3, FHS 014** and **FHS 002** with **form D1a** containing your project title and a cover letter addressed to the Paediatric Departmental Research Committee (DRC), with names of two suggested reviewers. These forms should be given to the DRC secretary – Geanine Hopley.
8. Following approval by DRC, submit all the same paperwork above (with signatures showing DRC approval) to Human Research Ethics Committee (HREC). Ensure that all the required Departmental signatures are present in all the forms before you submit to HREC.
9. Following HREC approval, submit the same signed paperwork (with signatures showing DRC and HREC approval) to Ms Adri Winkler in the postgraduate office in the Health Sciences Faculty Buildings on Anzio Road (Adri.Winckler@uct.ac.za) for approval by the Professional Masters Committee Chair or deputy chair. This should (ideally) be done prior to commencement of research. Within 4 – 8 weeks of submitting your forms, after the title has been published in the Dean's circular, you should receive an email declaring that your study has been approved – please send this along with DRC and HREC numbers to the MMed Dissertation convenor (Prof Alan Horn: alan.horn@uct.ac.za) and to the registrar coordinator secretary (Ms Noluthando Tshijila: noluthando.tshijila@uct.ac.za
10. Obtain approval from the relevant Hospital administration and regional Department of health (done online) – apply to the COO/superintendent for approval and if applicable, see: <https://www.westerncape.gov.za/general-publication/health-research-approval-process>
11. **Review your MMED III registration. You must be registered for MMED III for in the year you submit.**

D. RESEARCH TRAINING

1. **Attendance at the MMed Research Methods Training workshop** hosted by the UCT Clinical Research Centre (CRC) is **compulsory for all paediatric registrars**. This is a two-day course – currently on Fridays and usually runs at least twice a year. The dates for this course are circulated to registrars twice a year, and are also accessible at <http://www.crc.uct.ac.za/mmeds> - the training manual can also be downloaded at this site.
2. **Completion of an online basic biostatistics course hosted by coursera.org** and presented by Dr Juan Klopper from UCT (Understanding Clinical Research: Behind the statistics), is also compulsory for all paediatric registrars. It is free but registrars are encouraged to pay for it so that they receive a certificate proving completion – the cost can be reimbursed out of their research fund (see later). The course can be accessed at <https://www.coursera.org/learn/clinical-research/home/welcome>
3. **Database and statistics software training:** See section E and F below
4. **Literature review courses** are run by the library annually – a notice will be sent each year when the dates are finalised.
5. **Training in citation software** is strongly recommended and is available online using self learning video tutorials for Endnote (<http://www.lib.uct.ac.za/endnote>) and Refworks (<http://www.lib.uct.ac.za/lib/refworks>) and can also be arranged with the librarian directly – please ask at the library desk. The software can be downloaded at no cost from the UCT ICTS website (<http://www.icts.uct.ac.za/software>). Other open-source citation software is also available – discuss which will be most appropriate with your supervisor.
6. **Training in scientific writing** is available at the Health sciences Writing Centre. Registrars need to make an appointment via the website: <http://www.writingcentre.uct.ac.za/about/healthsciences>
7. **Additional training resources** on research methods, literature review and using citation software are advertised on the Library website (<http://www.medical.lib.uct.ac.za>) and also on the Vula MMed/MPhil Reg Research site (<https://vula.uct.ac.za/portal/site/c0e17ac4-36df-430a-b69c-594cfe5e3620/page/4d9817eb-e081-45ad-b8d1-0a02f6523b81>) - click on the tab: “Research Methods and Courses” to review the training courses that are on offer. *Please ensure that you are a member of this site and use your allocated UCT email address to interact with it – then you will be sent announcements automatically as training recourses and courses become available.*

E. DATABASE USE AND SUPPORT

Discuss the most appropriate option, however all registrars should be able to use Excel for Data management and basic analysis and they should ensure that they

1. **MS Excel. Face-to-face training courses for Excel** are hosted by UCT ICTS and are available on upper campus as half or full-day courses – check the ICTS training calendar at <https://ictsapps.uct.ac.za/cbs/>
Online training courses for Excel are available at no cost via the UCT access to Lynda.com: <http://www.icts.uct.ac.za/lynda.com>
Several courses are available from beginner level to advanced (Office 365-learning Excel; Office 365 - Excel essential training; Excel 2016 managing and analyzing data; Excel 2016-cleaning your data; Excell 2016-data validation indepth; Statistics with Excel part 1 and 2)
2. **REDCap**
REDCap is a secure web application for building and managing online surveys and databases. It's particular strength is the ability to easily and clearly define variable types and data validation methods – hence ensuring clean data from the start. You may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap.
REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R).

More information is available at the UCT REDCap site:

<http://intranet.uct.ac.za/CRC/CDMS/SitePages/REDCap.aspx>

The UCT REDCap training resources page

(<https://trn-redcap.uct.ac.za/index.php>) has short videos giving an overview and more detailed online training videos.

F. STATISTICS SUPPORT, SOFTWARE AND TRAINING

It is essential to discuss your planned research with a statistician as early as possible in the process of research – unless your supervisor is able to assist sufficiently with guiding you on data collection, storage and analysis methods. You should describe the exact data presentation and analysis that you plan to do in your research proposal – do not leave it until after you have collected your data.

Information on statistics support is available on the Vula site above and will be updated as new information becomes available.

1. **A faculty biostatistician** - William Msemburi is based at the CRC: L51 Old Main Building, Groote Schuur Hospital. On Tuesday and Wednesday afternoons from 1:30pm to 4:30pm, William will be available by appointment to Registrars of the Department of Paediatrics. All bookings for consultations at this site must be done through Geanine Hopley (geanine.hopley@uct.ac.za), who will ensure equitable access. Please book consultation periods with maximum duration of 1 hr initially.

2. **Statistical software packages including STATA and SPSS are available from ICTS** – check their website for details: (<http://www.icts.uct.ac.za/software>)

A face-to-face training course in STATA is run once a year by the Department of Paediatrics – check the dates with Geanine Hopley.

An online training course in SPSS (SPSS Statistics essential training) is available at no cost via the UCT access to Lynda.com:
<http://www.icts.uct.ac.za/lynda.com>

Alternative external training and support for SPSS is available online for a moderate fee of R150 for 6 months at:
<https://statistics.laerd.com/features-data-setup.php>

G. PROTECTED RESEARCH TIME

The availability of protected time does not often coincide with the start of the project and it is aimed at those who have already completed their protocol and need time for data collection, analysis and write up. So, it is critical not to wait for a period of protected time to become available before starting work on your proposal and data collection.

Protected Research time is available on a formal and an informal basis. Some clinical rotations have more “free” time than others, and registrars are expected to utilize this time for research and study.

Two rotations have a more flexible rotation which can include some dedicated research time – these are the “Clinic blocks” and the time allowed varies according to the block. Research time is usually more available in the **Neonatal MGN clinics block** – but the registrar will have to weigh up pros and cons of attending clinics or doing research and this will need to be approved by the supervising consultant. These blocks are also the first block to be called on to provide cover during periods when the built in leave and sick cover cannot cope – so the time is not guaranteed.

At the time of writing, two rotations (MG nursery and S11) have supernumerary medical officers, funded by the department of health. Up to 6 weeks research time can be taken during these blocks – registrars must apply for the time before the block begins (with as much notice as possible), by submitting a motivation stating what their outcomes will be during the time, with their supervisor cc'd.

Proof of attendance at the CRC research methods training course and completion of the online, “Understanding Clinical Research” course is required before accessing protected time – or the time may be used to facilitate attendance of these courses. Preference will be given to those who have ethics approval for their research, but shorter periods may be available for those who have not progressed that far.

H. RESEARCH FUNDING

All registrars are eligible for R4000 funding (recently decreased from R5000) for research expenses – this can be used to re-imburse the cost of the research methods course, for paying an assistant to help collect or enter data, or other aspects of the study (but not travel to conferences).

The funding will only be made available to the registrar via their supervisor's entity after they have sent an MOU, form D2a as well as an outline of their budget to Geanine Hopley.

I. DO THE RESEARCH AND WRITE THE MINOR DISSERTATION

Do the research then write the dissertation according to UCT MMED Part III guidelines (most recent version is available on the Vula MMed/MPhil Reg Research site) and **Form D4**.

J. ANNUAL APPROVAL

After 1 year, apply to HREC for continuing approval Form **FHS016** (for intervention study) or **FHS017** (for record review) or submit a study closure form, **FHS010**, if the study is complete. If registration in MMED III is required for more than one year then complete **form D2(b)** and submit to Post Grad Office when re-registering.

K. SUBMIT THE RESEARCH

Sign the plagiarism **declaration form**. **Do the turnitin submission and attach summary**. Complete **Form D8** "Intention to submit" – submit online at least one month before submitting the completed MMed to the postgraduate office. *The supervisors will then be requested to submit names of examiners and complete a supervisor's form.*

L. DEADLINES AND OUTPUTS

In addition to the above process, please send the outputs below to the Paediatrics MMed Dissertation convenor (Prof Alan Horn: alan.horn@uct.ac.za) and to the registrar co-ordinator secretary (Ms Noluthando Tshijila: noluthando.tshijila@uct.ac.za)

- The title and supervisor, form D2(a) and D3 - submitted within 12 months of appointment as a registrar.
- DRC and HREC numbers when given by these bodies
- Confirmation of Faculty approval of thesis sent within 24 months of appointment.
- Report of completed literature review within 24 months of appointment.
- Data collection & analysis: Report of completion within 36 months of appointment.
- Completed thesis: Report of completion within 48 months of appointment – submission up to 60 months may be accepted by the university with appropriate motivation from supervisor