
WEST VIRGINIA CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE

(4.1) WVPBRN Membership

Overview

Purpose

The West Virginia Practice-Based Research Network (WVPBRN) of the West Virginia Clinical & Translational Science Institute (WVCTSI) Community Engagement and Outreach Core (CEO) membership is tracked to serve as a communication and recruitment list for network projects. Membership is also required for access to many WVPBRN services and resources.

Scope

This document outlines the WVCTSI membership structure and process for accessing services.

Definitions

Clinical membership: Clinical providers and staff who are interested in working with the WVPBRN in clinical project participation and/or development.

Academic membership: Faculty, clinicians, fellows and residents, and postdoctoral fellows within the institutional partners with an interest in clinical and translational research and participate in network activities.

Organizational membership: Special interest and stakeholder groups who may be interested in clinical and translational research participation in network activities.

Policy

Procedures

1. Upon interested individual completing online WVPBRN membership form located on the website, network staff will ensure that the information is properly recorded and information is complete.
2. Clinical, academic, and organizational membership uses the same form to

- register for membership into the network.
3. New members will be added to the appropriate listservs to receive recruitment and dissemination information from the network.
 4. Although there are no project requirements as part of membership, networks staff will add clinical sites to recruitment lists for further projects
 5. Once a year, the WVPBRN surveys membership to collect updated site information and partner information for the network description used for the PBRN Registry on the Agency Healthcare Research and Quality (AHRQ) website.

Roles and Responsibilities

It is the responsibility of the applicant to provide accurate information upon completing the online form. Membership information details shall not be distributed for any use other than communicating with members and sharing within the WVPBRN organization. WVPBRN staff should encourage those interested in WVPBRN and WVCTSI to become members for access to services and sustained communication.

Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17

Approved By Date