How to prepare for your CHÉOS consultation

To ensure you get the best results from your free one hour consultation, it is recommended that you be able to answer the following questions, based on the service area of your request, prior to your visit.

Database and Statistical Analysis Work:

1. Do you have a data dictionary that describes each variable (or variable of interest) in the database and any associated labeling for the values?
2. If you already have the data, are you able to share with us before the meeting?
3. How is the data currently maintained/accessed? For example, is it stored in an EXCEL or ACCESS database?
4. Has the data been imported into a statistical software package and if so, which one?
5. What is the purpose of the analysis and how will the results be used?
   a. Descriptive summarization
   b. To make a clinical prediction or decision
   c. To assess whether an intervention/exposure has a causal effect on an outcome
   d. To inform healthcare policy
   e. Other
6. How were the data collected (RCT, longitudinal cohort, case-control, cross-sectional, administrative, etc.) and especially, to what extent is the sample representative of the population of interest?
7. How quickly do you need the results? Typically, the work involves an iterative process that takes time and multiple meetings.

Knowledge Translation:

1. What is the research/ evaluation/ knowledge translation objective you are looking to achieve?
2. What opportunities currently exist to advance this work? (i.e. in your unit, department, broader clinical/ research community? Are you responding to a call for proposals? To an organizational priority/ need? To a request from an external government, industry, or funding body?)
3. What data sources are available to advance this work? What additional data do you anticipate will be required? (clinical, administrative, research, other)
4. What methods are you considering using for this project, and why?
5. Who are your partners in this project? Are there additional partners you are looking to engage?
6. What timelines are you working toward? Are there key dates or deadlines to be aware of?
7. What resources are in place to support this project? Do you have funding in place, or will you need to apply for funding? Do you have a budget in mind?

General:

1. Are there any publications that are closely related to this project? If so, can you share with us?
2. What assistance are you seeking from CHÉOS beyond this consultation, if any? (Access to expertise? Project support staff? Administrative infrastructure? Equipment? Data?)