**Process for Requesting Research ECGs**

 **Stage 1: Getting approval to access the service**

* The NI Clinical Research Facility (NICRF) is the first point of contact to agree access to the NICRF ECG service for research studies.
* The per-patient charge for an ECG performed by NICRF staff is £35.
* A Study PIAF must be completed and should be sent to NICRF for approval and sign-off for submission to Research Governance.
* The PIAF must be signed off by NICRF prior to submission to Research Governance
* The NICRF will organise relevant invoicing for ECGs.
* If the study needs to perform ECGs and other activities in the NICRF then a full application will need to be submitted and appropriate costings will apply.

**Stage 2: Ordering ECGs**

1. Although we do not need copies of relevant approvals, ECGs can only be ordered through this service once an appropriate Research Start Certificate or relevant approvals have been obtained.
2. To order an ECG the requestor must provide a completed Trust “REQUEST FOR ECG” form, see Appendix, this can be downloaded from NICRF website. [www.qub.ac.uk/nicrf](http://www.qub.ac.uk/nicrf)
3. It is essential that this form includes details of the study name, the study identifier used on PIAF and the date and time that the ECG is required. This information should be inserted into the box “What clinical question would you like this ECG to answer”.
4. It is essential that the notice period within the study is detailed with submission of PIAF to NICRF so that the NICRF team is aware of the study and the possible notice period for ECGs that needs to be facilitated.
5. If there are specific ECG requirements above standard, it is the responsibility of the requestor to ensure that the NICRF team is informed of specific requirements. Any additional requirements outside of the standard should be made available to the NICRF in the form of a study protocol/template prior to commencing study. If additional training is required, it is the PIs responsibility to arrange this.
6. All Research ECG requests should be forwarded to: NICRF@belfasttrust.hscni.net
7. The patient’s name, date of birth and date and time of ECG will be recorded on the print-out.
8. The ECG print-out accompanied by the original request form will be available from the NICRF in a box labelled “ECG Print-outs” at Reception.
9. Any issues identified with this service should be referred, in the first instance, for the attention of NICRF Staff via shared email NICRF@belfasttrust.hscni.net