HSREB Guidance Document

Effective Review Delegated & Full Board
Version Date March 14th 2012

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Script for Classroom Recruitment
Please note that when recruiting within a classroom setting, the person recruiting must not have any relationship to the class or to the students (potential research participants). A third party person, not affiliated with the class, should be used for recruitment within a classroom setting.

Please also note that when recruiting from classrooms the researchers name and phone number or email should be provided in the script for the potential, interested participants to contact the researcher. You cannot post or pass around a “sign-up sheet” for students who are interested to write their information on.

Telephone Script for Recruitment
Please note that when you are recruiting over the telephone you must have permission to contact the person by phone, and they should be aware you will be contacting them. You cannot place cold calls to people who are unaware that you will be contacting them for research purposes.

Please also note that you must ensure you are speaking to the correct person before you begin discussing study details. Messages should not be left if the person is not available.

Note that when recruiting over the telephone, if you wish to conduct the interview at that time you must clearly read the letter of information to the participant over the phone and then send them, in the mail, a copy of the letter of information. They must agree to participate at this time and this should be well documented by the researcher in their research notes. If you are going to wait to do the interview, a copy of the letter of information should be sent by mail after the initial phone call and then briefly discussed with all questions being answered when you call back to do the interview. At that time the participant would agree to participate and this should then be clearly documented in the researcher’s notes.

Email Script for Recruitment
Please note that if you wish to send reminder emails to a potential participant, this must be made very clear in the initial email when these will be sent and how many will be sent.

Reminder Email Script for Recruitment
This is only to be used if you have indicated previously that you will be sending a reminder.