

Recruitment Consultation FAQs

What is a recruitment consult?

The recruitment consult is an informal discussion between OCTRI Recruitment and the study team/department about their recruitment needs and goals. This could be for a specific protocol study, grant application, or for the department as a whole. The consult equips the team/department with a tailored recruitment strategy and provides the tools and support needed for successful recruitment and retention.

Are recruitment consults available for any type of study?

Yes. Our recruitment consultation services are for every type of study. Whether your study is an investigator-initiated, unfunded, pilot study or an industry sponsored, phase 3, clinical trial, OCTRI Recruitment is here to support you and your study.

At what phase in the study should a recruitment consult happen?

Any time! Though it is always better to discuss recruitment early in the study planning, OCTRI Recruitment is here to support you at any phase of your study. Whether you are in the early phases of planning, about to start recruitment, halfway through the study, or close to enrollment ending, we are here to help.

What will we talk about during a recruitment consult?

Anything related to your recruitment and retention needs and goals. During your consult, we can discuss:

- Recruitment feasibility and planning
- Inclusive and representative enrollment
- Review of recruitment related sections of a grant application
- Overall recruitment strategy(ies) for a study/department
- Specific recruitment methods/tools you are interested in learning more about
- Troubleshooting issues with recruitment and retention

Will you remain available after the recruitment consult happens?

Yes. After the initial consult, OCTRI Recruitment will continue to be there to answer questions and provide support, including scheduled follow-ups at designated time points.

Will you implement the recommended recruitment methods and strategy?

OCTRI Recruitment is available for recruitment guidance and advice, but is not resourced to implement the recommended recruitment methods and strategy. Implementation of the tactics will be done by the research team. However, we will continue to support you as you create materials and/or implement methods, providing feedback, tools, and connections as needed.

If you find that additional staffing support is needed for recruitment implementation, OCTRI does have study coordinators for hire. Our study coordinators are experienced in standard and novel recruitment methods and have a track record of successfully recruiting participants for studies. To learn more, or request a cost estimate for study coordinator services, please email octri@ohsu.edu.

How long will the recruitment consult take?

On average, consults last up to one hour. The length of the meeting depends on the focus of the consult and how much there is to discuss. For example, a consult to review and provide feedback on recruitment materials tends to be a shorter consultation than one to provide a comprehensive recruitment strategy for a study.

Who should attend the recruitment consult?

We encourage study teams to include anyone that they find important to the recruitment discussion. This could be the investigator, study coordinator(s), research manager, etc. Consults have included everything from one person to an entire team. It really comes down to who you think needs to be part of this conversation.

What will the recruitment consult cost me?

Nada. Nothing. Zilch. Recruitment consultations, including any needed follow up meetings, are completely complimentary.

Where do we meet?

During OHSU modified operations, all recruitment consults will take place on WebEx. In the future, when it is safe to, consultations will resume taking place in person at OHSU. At that time, we will also continue to offer meeting through WebEx for those that prefer it.

For more information, additional resources, and to request a complimentary recruitment consultation, please visit our [webpage](#) or email us at octrirecruitment@ohsu.edu.

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