

Developing a new series for the IMPACCT Rapid Program

1 Become a PaCCSC or CST member

[PaCCSC Membership](#)
[CST Membership](#)



3 Join a subcommittee

Each series is governed by a subcommittee (up to 10 members) and a Chair is appointed at the commencement of the series. The Chair of the committee is often the proposer of the series. You may choose to have a co-chair.

Subcommittee members may be investigators at participating sites or clinicians with an interest or expertise in a particular series.

A call for an Expression of Interest to join the subcommittee will be made by the IMPACCT Rapid Program team.



2 Propose a new series

Complete the Rapid [new series proposal form](#).

Proposals made for new series will be considered at the next meeting of the IMPACCT Rapid Program Management Committee, which meets twice per year. Proposers of new ideas will be advised of the outcome within one week of the meeting.

4 Subcommittee meetings

A data collection worksheet or Case Report Form (CRF) is drafted. **Each subcommittee determines critical data collection items**, including time points, anticipated possible harms/adverse events, and agreement of routine clinical practice elements.

At least two subcommittee meetings are held to facilitate the development of the series.



5 Series development and piloting

Once the CRF is finalised, an electronic survey will be **built on REDCap** by the IMPACCT Rapid Program team for data entry. This will then be **tested and piloted** by a few sites. Feedback and changes will be made based on pilot testing.



7 Series closure

A series will close when data from **100 patients** is collected, or at the discretion of the subcommittee if the series does not recruit within a prescribed time frame.



8 Analysis, write-up, and publication

Once the series is closed, members of the subcommittee will **reconvene to begin data analysis and write up of the results paper**. Members will be asked to be part of the series authorship team, subject to meeting criteria as documented in the [ITCC Authorship Standard Operating Procedure](#). The Chair usually takes the Executive Author role.



6 Series launch

Following the piloting of a few datasets and changes being finalised, the **series will launch officially and be open to collection from all sites**. An official email will be sent to all participating sites in the IMPACCT Rapid Program and series documents will be uploaded on the [website](#).



If you are interested in joining a subcommittee, or have any other questions related to developing a new series, please email rapid@uts.edu.au