Department of Medicine
Clinical Research Coordinator Monthly Meeting
February 27, 2007 – 2:00-3:00, Laurel Heights 430F

Present: Karen Borovitz, Fred Fishman, Irina Gorodetskaya, Brenda Herrera, Emily Little, Carl McWatters, Matthew Meyers, Marienna Murch, Suzanne Sutton, Sandy Tinetti, Joseph Wilson, Cotys Winston, Elisabeth Zurlinden

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I. Training Update

We discussed plans for CRC training

- Bev Fein and Diane Davies will not be able to offer their training until next fall.
- A new training course, focused on practical, day-to-day skills needed by CRCs is being developed and will be free to Department of Medicine coordinators.

We discussed various topics that CRC would like to see covered in training:

- Who's who in Office of Sponsored Research (NIH vs. private)
- Process of negotiating contracts - who does it, what is done. (Kathleen McGinley & Andrew Boulter will be invited to the next meeting to speak on this topic)
- GCRC enrollment and prices re: CTSA
- What questions does one need to ask to know a trial is set up? What are the best ways to check on things like contracts and budgets before the trial begins?
- Intercampus billing – how and who to ask questions

II. Resources for CRCs from Clinical and Translational Science Institute at UCSF

Reviewed the resources page of the CTST website: http://www.ctst.ucsf.edu/resources.htm

- The section "UCSF Infrastructure for Clinical Research" contains a link to the Clinical Research Training Resources page: (http://www.medschool.ucsf.edu/clinical_research/training.aspx).
- The Berkeley Extension and UCSC Extension programs were highlighted as opportunities CRCs may be particularly interested in.

III. Identifying Patients on Studies

CRCs want to know how to research what other trials patients have been enrolled in, particularly as it is relevant to study enrollment restrictions.

Questions that were raised:

- How does one identify a patient on another trial when that patient has been consented but not enrolled?
- How can patients be identified if they have not been treated or generated charges?
- How should consent forms be filed in the medical record? Some CRCs have been placing these forms in the confidential portion of the chart.

Key information that CRCs need to have:

- Whether patient is enrolled in a study
- Name of the study
- Coordinator contact.

Suggestions for systems to be implemented for recording enrollment included:

- UCARE – inclusion of study information in the patient demographics area
- HIMS – section of chart for study enrollment
- Department of Medicine Database

Issues that need to be researched are:

- Who would enter and maintain information?
- How would access be regulated?
- How would confidentiality and security be assured?

The next meeting will be held on Tuesday, March 27, 2007 from 2:00-3:00PM at Parnassus (room S170).