OnCore Communication Memo

Memo #: 31 – Addition of Clinical Research Coordinator – Secondary to Study Staff Roles

To: All Cancer Center Research Managers, Clinical Research Coordinators/Assistants, Regulatory Coordinators, CTO-AD, OnCore
Coordinators
From: System Administrator
Effective Date: September 26, 2017

Purpose: To more quickly and clearly identify which staff member has been designated as the primary back-up for a study, the addition of the ‘Clinical Research Coordinator – Secondary’ has been added to the Protocol Staff role list.

Notes: Under the PC Console>Staff tab, choose the Role of Clinical Research Coordinator – Secondary, then assign the Staff Name. As with the Clinical Research Coordinator role, there should only be one Clinical Research Coordinator – Secondary role/staff assigned to a protocol. There are no additional privileges assigned to this role, it is merely used to indicate responsible party. The Research Manager is responsible for entering the Clinical Research Coordinator – Secondary role and maintaining staff member accuracy, as workloads and roles may vary.