OnCore Communication Memo

Memo #: 36 – Addition of Clinical Research Coordinator at Subject Consented

To: All CRC's, CRA's, Research Managers, CTO-AD
From: System Administrator
Effective Date: February 8, 2018

Purpose: The Workload Calculator report was originally designed to calculate workload based on the lead Clinical Research Coordinator listed on the PC Console. However, after further review it was determined the report would more accurately reflect the true workload if it is calculated using the Clinical Research Coordinator on the Subject Console>On Study tab. Therefore, in order to accurately track subjects assigned to each CRC throughout the subject lifecycle on the protocol, the addition of CRC will now be required at the time of consent, and entered in the On-Study tab.

Notes: After entering the Consent Date on the Consent tab, navigate to the On-Study tab and enter in the Clinical Research Coordinator under the Subject Staff section of the On-Study tab, as well as entering the already required Disease Site and/or Histology. Please note that an error message will pop up: "Warning: Eligibility verification is not done for the subject." The data will still be entered so this message can be ignored. Please remember to change the Clinical Research Coordinator on this tab if/when the subject is transferred to another CRC/CRA. Only one Clinical Research Coordinator should be listed on this tab. Use Clinical Research Coordinator-Secondary for any additional coordinators.