

GUIDELINES FOR CRS INSERVICE MEETINGS

The in-service is the FINAL step before using CRS services. Please use this checklist as a guide. Your study is eligible to schedule the in-service when: 1) the signed CRS budget estimate has been submitted; 2) CRS Advisory Committee review and approval is complete [where applicable]; 3) CHR review and approval is complete.

Contact [CRS Protocol Services](#) to schedule your in-service and provide the documents and information listed below. **MD orders must be provided to the appropriate Nurse Manager 1 to 2 weeks in advance of the inservice.** **The first participant may be scheduled 5 business days after the in-service.**

In-service meetings are held once a week at each site:

Mount Zion SPL only	Thursdays from 2-5
Parnassus	Wednesdays from 2-5
Mission Bay [Pediatrics]	Mondays from 2-4
SFGH	Tuesdays from 2-4

	Item
<input checked="" type="checkbox"/>	Provide your chart of account (COA) information to CRSProtocolServices@ucsf.edu .
<input checked="" type="checkbox"/>	<p>Studies using services at Parnassus Adult and Mission Bay Pediatrics require a zz account. Submit zz NAME to CRSProtocolServices@ucsf.edu.</p> <p>APEX Research/CRC Page: http://myapex.ucsf.edu/researchcrc</p> <p>ZZ account numbers are generated via the APEX system. Instructions for applying to the Medical Center for a zz account are provided under FORMS (scroll down) entitled New Clinical Trials Study Request Form COA. The form explains how to electronically submit the request for zz account. Copy and paste the link into your browser.</p>
<input type="checkbox"/>	<p>SFGH research studies are required to submit an SFGH research protocol application to the Dean’s office. Prior to submitting the form, signatures from managers of each SFGH department utilized for the study are required.</p> <p>The form is available at http://sfgh.ucsf.edu/sites/sfgh.ucsf.edu/files/documents/Research%20Protocol%20rev%20Sept%202012.pdf</p> <p>If using SFGH Clinical Laboratories, obtain study-specific research account: http://labmed.ucsf.edu/sfghlab/test/research_testing.html</p>
<input type="checkbox"/>	<p>Please contact the Operations Analyst for your CRS study site to obtain templates and develop a customized electronic reservation form.</p> <p>Parnassus reservations.crsparnassus@ucsf.edu SFGH Lesley Grizzell Mission Bay Jasmine Dudley</p>
<input type="checkbox"/>	<p>Contact appropriate manager to review MD orders, lab processing instructions, etc.</p> <p>Nurse Manager, Pediatrics Michele Downing, RN Nurse Manager, 12Moffitt: Lourdes Moldre, RN, MSN Nurse Manager, SFGH Bernadette Tobin, RN Nurse Manager VAMC Deborah Zeitschel, RN Body Composition and Exercise Testing: Yong-en Liu Sample Processing Lab Manager: Nick Larocque</p>

CRS Protocol In-Service Instructions

<input type="checkbox"/>	When requesting nursing services , submit all sets of MD orders, protocol equipment and supplies to appropriate Nurse Manager. MD orders are due a minimum of one to two weeks in advance of the inservice. Late submission of MD orders may cause postponement of the inservice.
<input type="checkbox"/>	When requesting sample processing , submit final lab manual to our SPL Manager, Nick Larocque .
<input type="checkbox"/>	When requesting exercise physiology services , submit MD orders plus flow-sheets and relevant CRFs to Erica Sander. For multicenter studies, also submit manual of procedures. Study personnel should contact the core manager before the in-service to work together to develop flow-sheets if needed.

PI/Study Coordinator Responsibility for Protocol In-Service Meeting Content:

-Plan to have both research coordinator and responsible provider present to provide a brief overview of the protocol, describe investigational drug(s) administration, expected or anticipated side effects, any pre-meds or other “standard of care” or routine drug administration, any patient teaching requirements, any special nursing needs of the patient population, anticipated start dates, enrollment challenges, any coordinated scheduling needs with other departments on campus or in clinic areas, and availability of responsible provider including all contact information.

-All CRS managers of requested CRS services or designee will be present at the in-service meeting.

-It is expected that each subsequent modification to the protocol that results in changes to the MD orders and/or any core procedures will require CRS notification and re-submission of the affected MD orders with updated electronic date and signature in the footer for version control.

If you have questions regarding this policy, please contact [Eunice Stephens](#). Thank you for your cooperation.