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:

<table>
<thead>
<tr>
<th>Site</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mount Zion SPL only</td>
<td>Thursdays from 2-5</td>
</tr>
<tr>
<td>Parnassus</td>
<td>Wednesdays from 2-5</td>
</tr>
<tr>
<td>Mission Bay [Pediatrics]</td>
<td>Mondays from 2-4</td>
</tr>
<tr>
<td>SFGH</td>
<td>Tuesdays from 2-4</td>
</tr>
</tbody>
</table>

- **Item**
- Provide your chart of account (COA) information to CRSProtocolServices@ucsf.edu.

- Studies using services at Parnassus Adult and Mission Bay Pediatrics require a zz account. Submit zz NAME to CRSProtocolServices@ucsf.edu.

- APEX Research/CRC Page: [http://myapex.ucsf.edu/researchcrc](http://myapex.ucsf.edu/researchcrc)

  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.

- **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.


  If using SFGH Clinical Laboratories, obtain study-specific research account: [http://labmed.ucsf.edu/sfghlab/test/research_testing.html](http://labmed.ucsf.edu/sfghlab/test/research_testing.html)

- Please contact the Operations Analyst for your CRS study site to obtain templates and develop a customized electronic reservation form.

- Parnassus reservations.crsparnassus@ucsf.edu
- SFGH Lesley Grizzell
- Mission Bay Jasmine Dudley

- Contact appropriate manager to review MD orders, lab processing instructions, etc.

  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
### 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.

### When requesting sample processing

Submit final lab manual to our SPL Manager, Nick Larocque.

### 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.