# 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 all the following have occurred:

**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](mailto:crsprotocolservices@ucsf.edu) 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 in-service. The first participant may be scheduled 5 business days after the in-service.

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

|  |  |
| --- | --- |
| Mission Bay [Pediatrics] | Mondays from 2-4 |
| SFGH | **Tuesdays from 2-4** |
| Parnassus | **Wednesdays from 2-4** |
| Mount Zion SPL only | **Thursdays from 2-5** |
| Neurodevelopmental Assessment Program | **2nd and 4th Thursdays of the month** |

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| --- | --- | --- |
| Step | Action | Check When Complete |
| 1 | Provide your chart of account ([**COA**)](http://controller.ucsf.edu/finance3/coa/files/COA_SpeedTypes.pdf) information to [CRSProtocolServices@ucsf.edu.](mailto:CRSProtocolServices@ucsf.edu)   * If study is using SPL services only, **do not** continue to STEP 2   Contact: [Nicholas.Larocque@ucsf.edu](file:///C:\Users\tluu4\Desktop\MB%2003052018%20GAC\Nicholas.Larocque@ucsf.edu) |  |
| 2 | **Studies using services at Parnassus Adult and Mission Bay Pediatrics require a zz account**.  **Submit zz NAME** to [CRSProtocolServices@ucsf.edu.](mailto:CRSProtocolServices@ucsf.edu)  APEX Research/CRC Page**:** <https://hub.ucsf.edu/apex-stor-ucare>  Submit request form to [clinicaltrials@ucsf.edu](mailto:clinicaltrials@ucsf.edu)  ZSFGH **research studies** are required to submit an ZSFGH research protocol application to the Dean’s office. Prior to submitting the form, signatures from managers of each ZSFGH department utilized for the study are required.  The form is available at: <https://sfgh.ucsf.edu/protocol-applications-zsfg>  If using SFGH Clinical Laboratories, obtain study-specific research account: <http://labmed.ucsf.edu/sfghlab/test/research_testing.html>  ZSFGH requires additional credentialing for Investigators conducting research using CTSI services. Please contact [CRSProtocolservices@ucsf.edu](mailto:CRSProtocolservices@ucsf.edu) for more information. |  |
| 3 | Contact appropriate manager to review MD orders, lab processing instructions, etc.  Nurse Manager, Pediatrics [Michele Downing,](mailto:Michele.downing@ucsf.edu) RN  Nurse Manager, 12Moffitt: [Lourdes Moldre, RN, MSN](mailto:Lourdes.Moldre@ucsf.edu)  Nurse Manager, SFGH [Bernadette Tobin,](mailto:Bernadette.Tobin@ucsf.edu) RN  Sample Processing Lab Manager: [Nick Larocque](mailto:Nicholas.Larocque@ucsf.edu)  Nurse Manager VAMC [Deborah Zeitschel, RN](mailto:Wesley.stratton@ucsf.edu)  Body Composition and Exercise Testing: [body.composition@ucsf.edu](mailto:body.composition@ucsf.edu)  Neurodevelopmental Testing: [Shannon Lundy, PhD](mailto:shannon.lundy@ucsf.edu) |  |
| 4 | 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 in-service. Late submission of MD orders may cause postponement of the in-service. |  |
| 5 | When requesting **sample processing**, submit most current manual to our SPL Manager, [Nick Larocque.](mailto:Nicholas.Larocque@ucsf.edu) |  |
| 6 | When requesting exercise physiology services, submit relevant forms to body.composition@ucsf.edu. 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. |  |
| 7 | Please contact the Operations Analyst for your CRS study site to obtain templates and develop a customized electronic reservation form (not applicable to studies being conducted at VAMC).  Parnassus:  [reservations.crsparnassus@ucsf.edu](mailto:reservations.crsparnassus@ucsf.edu)  SFGH : [5Boutpatientscheduling@ucsf.edu](mailto:5Boutpatientscheduling@ucsf.edu)  Mission Bay:  [peds.crs@ucsf.edu](mailto:peds.crs@ucsf.edu) |  |

# 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 Wendy Staub at [Crsprotocolservices@ucsf.edu](mailto:Crsprotocolservices@ucsf.edu) . Thank you for your cooperation.