Clinical Research Coordinators Council

Overview

The Clinical Research Coordinators (CRC) Council's goal is to serve as an ongoing forum for networking and resource sharing within the clinical research community here at UCSF. The group is lead by a Council comprised of representatives from a variety of departments.

CRC Council vision and mission statement

About Us: We are a diverse group of clinical research professionals who promote cross-functional collaboration for research initiatives at UCSF.

Vision Statement: To help CRCs achieve success at UCSF by being champions for clinical research.

Mission Statement:

- Advocate professional development opportunities for the clinical research coordinator community.
- Offer insight to senior leadership about workflows in order to help strategize training plans for all CRCs.
- Provide a connection between CRCs and functional units involved with clinical research at our multisite campus.
- Identify and disseminate best practice information within the CRC community.

CRC Council representatives

Joan Campagna [1]	Cardiac Electrophysiology/Arrhythmia Service
Laura Dapkus [2]	Headache Center, Neurology
Kenneth Gao [3]	Radiology
Ryan Gonzalez [4]	Infectious Disease
Diana Kim [5]	Surgery
Jennifer Ko [6] (Social Activities & Outreach Officer)	Medicine, ZSFG
Ying Lu [7]	Pediatric Bone Marrow Transplant
Carol Maguire [8]	Cardiology
Arshia Mian [9]	Opthalmology
Christine Nguyen [10] (Co-Chair)	Airway Clinical Research Center
Laura Rhodes [11]	Anesthesia
Vivek Swarnakar [12]	Radiology/Biomedical Imaging
Marin Thompson [13] (Continuing Education Officer)	Neurosurgery

Alexandra Velasquez [14] (Co-Chair)	Nephrology, ZSFG
Sarah Wang [15]	Neurology

Email us at CRC.Council@ucsf.edu [16]

Listserv

If you are interested in participating in our Professional Development and Best Practices Group for CRCs, please show your interest by joining our listserv.

How to subscribe [17]

- Send a one-line email with **no subject** to listserv@listsrv.ucsf.edu [18]
  - The one line of the message is: **subscribe CLINRESCOORD firstname lastname** (firstname lastname are your first and last names.) Delete all other content from the body of the message.
- The listserv server will pull your email address from the FROM field of your email. You then should receive a confirmation request email to confirm your intention to subscribe to the listserv.
- Upon confirming your subscription, you will receive a welcome/acceptance message stating that your subscription request has been accepted.

If you have problems, contact us at CRC.Council@ucsf.edu [16].

Checklists, Tools and Other Resources

- UCSF Clinical Research Resource HUB [19] ? Provides a single portal to resources, expertise and best practices for investigators, study staff, participants and partners/affiliates.
- Department of Medicine CRC Resource Page [20] ? Contains resources for CRCs related to the coordination and/or management of research studies. Please note these resources are department-specific and might not apply to your department.

- CRC Council Resource Page on UCSF BOX [21] ? This archive serves as a Resource Page for a variety of useful CRC Council documents, including a summary sheet of changes and tools that impact CRCs. Access is restricted to UCSF employees.

- UCSF IRB Clinical Research Tools, Checklists and Templates [22] ? A collection of tools to assist in the conduct and management of clinical research.

- Clinical Trial Coverage Analysis, Billing & Budget [23] ? Provides information on budgeting and billing research patient care costs at UCSF.

Education Opportunities

- The HUB: Suggested Training for Clinical Research Coordinators[24] ? Includes a list of training courses CRCs may be required to take and opportunities for advanced training.

- HIPAA Training (required for all UCSF workforce members) [25] and Research-specific HIPAA Training[26]

- UCSF IRB In-Person Training[27] ? These classes focus on ethical and regulatory issues in human subjects research. Slides from past classes are available.

- NIH Clinical Research Training Resource for CRCs [28] ?The 2014 Introduction to the Principles and Practice of Clinical Research (IPPCR) archive course video and materials is available for self-study. The curriculum addresses multiple aspects on how to design and conduct a successful clinical trial.

Suggested 2014 IPPCR courses for UCSF CRCs

Module 0 - Introduction:History of Clinical Research: A Merging of Diverse Cultures (Running time: 60 minutes)

Module 1 - Study Design and Statistics: Unit 2 (Clinical Research from the Patient's Perspective, 30 minutes); Unit 4 (Overview of Clinical Study Design, 90 minutes) and Unit 6 (Design of Epidemiologic Studies, 90 minutes)

Module 2 - Ethical, Legal, and Regulatory Considerations:Unit 1 (Ethical Principles in Clinical Research, 60 minutes)

Module 3 - Preparing and Monitoring Clinical Studies: Unit 1 (Data and Safety Monitoring Committees, 90 minutes); Unit 6 (Evaluation of a Protocol Budget, 90 minutes); Unit 8 (Data Management & Case Report Form Development in Clinical Trials, 30 minutes); and Unit 10 (Data & Non-Data Aspects of Quality Control in Clinical Studies, 60 minutes)

Clinical Research Coordinators Council Classes: There are no new classes scheduled at this time. Please keep checking this site for updated class information. Below are slides from past classes brought to you by the UCSF CTSI, HRPP and CRC Council:

- Preparing for a Clinical Research Monitoring Visit Presentation (1/10/12)

View class components

- Research Protocol Standard Operating Procedures Presentation [29] (6/23/11) and sample SOP documents [30].

- Guidance for an FDA Audit, Sponsor/CRO Monitoring Visit, and Other Resources Available on The HUB [31]
- Overview of Regulations That Drive Monitoring Visits and FDA Audits [32]
- What to Expect During an HRPP Quality Improvement Unit Routine Site Visit [33]
- Update on Monitoring & Electronic Medical Records at UCSF [34]

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Links
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[27] https://irb.ucsf.edu/node/551
[28] http://clinicalcenter.nih.gov/training/training/ippcr1.html
[29] http://www.slideshare.net/CTSIatUCSF/developing-so-ps062311handout
[30] http://www.slideshare.net/CTSIatUCSF/documents
[31] http://www.slideshare.net/CTSIatUCSF/preparing-for-a-clinical-research-monitoring-visit-guidance-for-an-fda-audit
[32] http://www.slideshare.net/CTSIatUCSF/preparing-for-a-clinical-research-monitoring-visit-regulations-that-drive-monitoring-visits-and-fda-audits
[33] http://www.slideshare.net/CTSIatUCSF/what-to-expect-during-an-hrpp-quality-improvement-unit-routine-site-visit-preparing-for-a-clinical-research-monitoring-visit
[34] http://www.slideshare.net/CTSIatUCSF/update-on-monitoring-electronic-medical-records-at-ucsf-preparing-for-a-clinical-research-monitoring-visit