# GUIDELINES FOR CRS IN-SERVICE 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) CRS Advisory Committee review and approval is complete [where applicable]**

**2) CHR review and approval is complete.**

**3) You have obtained the SPEED TYPE account information for your study**

**4) You have requested a ZZ study name ( not applicable at ZSFGH)**

Contact [CRS Protocol Services](mailto:crsprotocolservices@ucsf.edu) and cc [crsbudgetrequest@ucsf.edu](mailto:crsbudgetrequest@ucsf.edu) to schedule your in-service and provide the documents and information listed below.

# Draft MD orders must be provided.

# In- services are scheduled a minimum of 7-10 days advance of the requested date. 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 3-4 |
| SFGH | **Thursdays from 2-4** |
| Parnassus | **Wednesdays from 2-4** |
| Neurodevelopmental Assessment Program | **2nd and 4th Thursdays of the month** |

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| --- | --- | --- |
| Step | Action | Check When Complete |
| 1 | Provide your study Speedtype information to [CRSProtocolServices@ucsf.edu.](mailto:CRSProtocolServices@ucsf.edu)   * If study is using SPL services only, **do not** continue to STEP 2   Contact: [Ronald.Honrada@ucsf.edu](mailto:Ronald.Honrada@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 [Taylor Scott, RN](mailto:Taylor.Scott@ucsf.edu)  Nurse Manager, Parnassus: [Josephine Liu, RN](mailto:Josephine.liu@ucsf.edu)  Nurse Manager, SFGH [Roland Zepf, RN](mailto:roland.zepf@ucsf.edu)  Sample Processing Lab Manager: [Ronald Honrada](mailto:Ronald.Honrada@ucsf.edu)  VAMC: [Deborah Zeitschel, RN](mailto:Deborah.Zeitschel@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, [Ron Honrada](mailto:Ronald.Honrada@ucsf.edu) |  |
| 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 Teresa Luu at [Crsprotocolservices@ucsf.edu](mailto:Crsprotocolservices@ucsf.edu) . Thank you for your cooperation.