
Clinical Research Enterprise (CRE)
Standard Operating Procedures
GreenPhire Clincard Subject Payments

SOP #: 1.12

Version: 1.0

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Approval: Approved By



Date

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Revision History:	Version	Effective Date	Description

Purpose

The purpose of this SOP is to describe the requirements and procedures for the distribution and use of the Greenphire Clincard.

References

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Scope

This SOP applies to all members of the CRE staff.

Allowable Exceptions

This SOP should be followed without deviation.

I. Clincard Request

- Research Nurse Manager submits Clincard request form found on the Clinical Trials Administrative Office website:
<https://www.uab.edu/medicine/ctao/investigators/greenphire/documentation>

II. Request Review / Approval

- Clinical Trial Manager reviews and approves amounts are equal to study budget.
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III. ClinCards

- Clinical Trial Manager will manage ClinCard tracking log housed on shared drive and will include the following data:
 - Card number
 - Date Received
 - Date Dispensed
 - Coordinator Receiving Card
 - Subject Name
 - Study Name
- ClinCard will be stored in the Clinical Trial Manager's office in a locked location with limited access.
- Clinical Trial Manager will notify Research Coordinator when cards are available for pickup from the Clinical Trials Managers office
- Research Coordinators will sign tracking log adding last 4 digits of cards with pick up.

IV. Storage of the GreenPhire Clincards

Clincards should be stored in the following location. Please note that storage location may change as Clinical Trial Manager location changes. The cards kept in secured lockbox within Clinical Trial Manager office. Clinical Trial Manager and Research Nurse Manager hold keys to lockbox.

V. GreenPhire Clincard Storage Location

- UAB Boshell Diabetes Building
Clinical Research Enterprise
BDB 821
1808 7th Avenue South
Birmingham, AL 35249