

Clinical Research Enterprise (CRE)

Standard Operating Procedures

Attending an Investigator Meeting

SOP #: 2.00

Version: 1.0

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Approval: Approved By



Date

1.1.19

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Revision History:	Version	Effective Date	Description

Purpose

The purpose of this SOP is to describe the CRE policy surrounding attendance of an Investigator Meeting.

References

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Scope

This SOP applies to all members of the CRE staff.

Allowable Exceptions

I. Invitation / Meeting Notice

- a. The sponsor extends an invitation to the PI and the nurse research manager or directly to the study coordinator. The sponsor provides information regarding travel/hotel arrangements. If the study coordinator receives this information it should be sent via email to the PI and the Research Nurse Manager.
- b. The coordinator assigned to the trial should attend the meeting. If the coordinator is unable to attend, the Research Nurse Manager will assign another team member to attend the meeting. If a study coordinator has not been assigned to the study, the Research Nurse Manager will assign a team member to attend the meeting

II. Attendance

- a. Once attendance is determined the coordinator, or other team member attending the meeting, is required to submit an absence request form in eLAS for professional leave.

- b. The coordinator must arrange coverage of patients and visits with a backup coordinator and his/her pager must be assigned to a backup coordinator. If the backup coordinator cannot see scheduled patients, the visits will need to be rescheduled.
- c. Auto response for email and phone should be set up and include the backup coordinator contact information.
- d. A copy of the coordinator's travel arrangements must be submitted to the **Research Nurse Manager**.

Training