
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

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2.13.19

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

- 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**.
- 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

- 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.
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- 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.
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Training