How to stay organized amid the chaos!!!!
From a website seeking coordinators.....

Project Coordinator – For Those Who Love Being Organized

- *Posted by Peter Boyd on February 8, 2017 in PaperStreet*
- Do you love an organized desktop? You want to see all icons perfectly aligned or in a specific location. Do you love making things efficient? Cutting or combining steps so that you save time daily. Do you love creating a list and strike things off? Ahh . . . the small feeling of accomplishment.
- If you are organizer of everything that is messy, and love lists, then we want to talk to you. PaperStreet is looking to add a project coordinator to our team.
Research Seminar Series

Posted by Brandy Chitester on Mon, Sep 23, 2013

5 Ways to be a Rock Star Research Coordinator

• Knows, understands and bides by the components of FAIR shake
  – F Federal regulations
  – A Agreements
  – I Investigational plan
  – R Requirements of the IRB

• Engaged in the study
• Exceptional organizational skills
• Willingness to adapt and learn
• Knowing and caring about the subjects

http://www.imarcresearch.com/blog/bid/316927/5-Ways-to-be-a-Rock-Star-Research-Coordinator
What do we mean?

Starting at the end of the study: how can you best prepare?

Start on the right foot!!!!!

organized

clear documentation

rigorous conduct of the study from day 1

Heading this advice: monitor visits and audits are almost no effort and worry.
One resource: CCTS website
SOPs and Logs

A UAB SOP Workgroup developed template SOPs that are available for your use. These are drafts and should be tailored to your use. This is not a complete list and new SOPs will be added over time. If you would like to request an SOP be developed or have one to share, please contact Chris Patel (chris.patel@uabmc.edu).

**Logs**

Implementing clinical studies requires ongoing attention to organization, including the documentation of manual details. To help with this effort, we have provided below several templates for logs and checklists. The logs will not only help you track key study information, but also support your team’s efforts to meet Good Clinical Practice (GCP) guidelines. The log templates are provided in MS Word so you can easily test to meet your needs. It is recommended that use of these logs be incorporated into your SOPs.

CLINICAL OPERATING (CD)
- Advance Event and Serious Adverse Event Reporting
- Eligibility Confirmation
- Monitor Visits (SAV, BV, COV)
- PI Oversight
- Sponsor Document Development
- Data Management: CRF Completion and Query Resolution
Primary areas to be reviewed:

• Regulatory

• Subject management

• Other general issues
Organizational Tips:

1. Keeping protocols organized by color coding charts
   - Using a different color binder or folder for each study makes that study easy to identify and keeps them grouped accordingly

2. Uniform subject binders (dividers)
   • Organizing every study chart in the same order- consents at the front of chart, labs together in chronological order and visits labeled also in chronological order....use tabs to make it easy to locate.
   • Being uniform and by organizing documents it makes it easier and faster to locate documents and any research team member can understand the flow of the source chart. Monitors love this!

3. Use an outlook calendar and color code the visits by protocol.
4. Organization of the next visit immediately after the present visit
   – Have a system on study prep-add it to a visit check list
   – Pull lab kits and “pre”-label the tubes
   – Make sure labs are signed off and have a system for review/filing
5. Use visit checklists to make sure EVERYTHING is complete
6. Use an Informed Consent Form (ICF) checklist to make sure all elements of the ICF discussion have been completed.
“Get Your Ducks in a Row....”

- Schedule/Arrange/Inform PI /MD of patient visit(s)
- Reserve the clinic room/CHRU/CRU/ “space for the visit”
- Order tests/labs etc...
- Inform Pharmacy and prepare script
- Remind patient the day before of visit and give patient instructions to return study meds, fast and inform them what will happen at visit and how much time to allow...