

Clinical Trials Administration Committee (CTAC)
Meeting Minutes
February 6, 2019
12:00 – 1:00 pm
FOT 12 Large Conference Room

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|-------------------|----------------------------------|---------------------|
| In attendance: | Bertram (CCC) | Kimberly (SOM/CCTS) |
| | Bragg (UAB Compliance) | Ladores (SON) |
| | Cotten (OVPR/OSP) | Marchant (CTAO) |
| | Croker (CCTS) | Mack (SOM) |
| | Farough (Health System) | McClintock (IRB) |
| | Fitz-Gerald (CCTS) | Miller (OVPR) |
| | Gilbert (SOD) | Nichols (SOO, OVPR) |
| | Gerrity (OVPR) | Redden (SOPH) |
| | Gordon (HSIS) | Saleh (SOM/CCC) |
| | Horn (OVPR) | Sandefur (OnCore) |
| | Joiner (DOM) | Schwebel (CAS) |
| | | Wasko (SOB) |
| Unable to attend: | Bates (Health System Compliance) | Motl (SHP) |
| | Dransfield (SOM) | Mugavero (SOM) |
| | | Nabors (SOM/CCTS) |

- 1. Review of CTAC minutes from January 9th meeting:** Minutes were distributed and time given for a brief review; CTAC members were asked to send any additional comments following the meeting.
Actions: (1) Send additional feedback on January minutes to Dr. Kimberly by Friday the 8th.
- 2. Introduction of Adam McClintock (IRB Director):** Dr. Kimberly welcomed Mr. McClintock who has worked with IRBs at Ohio Health and The Ohio State University.
- 3. Updates**
 - a. OnCore (Sandefur; handout provided):** The Financials subproject is moving forward with an expected implementation in June. OnCore version 15.4 upgrade is planned for April 15th. Work continues with the billing office in development of the consolidated Research ChargeMaster and refinement of the current billing process (CTBNs). Training is under development for the Financials module roll-out which will begin in Q2 across campus.
 - b. PowerTrials Research Study Summaries (Kimberly):** Dr. Kimberly continues to engage the Emergency Department for feedback to ensure the Summaries accomplish the intended goal of providing relevant information to treating physicians at the point of care to ensure patient safety.
 - c. Operating Accounts (Mack):** Ms. Mack and Mr. Marchant have met with Stephanie Mullins (UAB CFO); the final documentation for steps in implementation has been posted on the Financial Affairs website with a referent link from the CTAO website. Ms. Mack will work with Ms. Mullins

and Mr. Marchant to devise a communication strategy to disseminate to key stakeholders across campus.

- d. **Time to Activation** (Nichols): Dr. Nichols has introduced Adam McClintock, the new IRB Director, to the previously collected and reported data for OSP, IRB, and CBR as a part of his onboarding.
- e. **Clinical Research Career Ladder** (Marchant; handout provided): Mr. Marchant gave a detailed overview of the various activities which included historical reminders on the purpose and goals of the initiative. The mapping process was outlined and included snapshots of the Proficiency Assessment in REDCap along with the supporting documents (Resume, Experience Credit Form, Org Chart) that will be required for each staff member. He reviewed the process for collecting and distributing the documentation. Mr. Marchant also reported that Compensation is expected to complete their market analysis and placement of salary bands across all positions on the Ladder by next week. A communication strategy has been devised which includes presentations across campus scheduled for the next few months to key stakeholders from institutional leadership down to staff in research units. An upcoming pilot will be conducted in the O'Neal Comprehensive Cancer Center. An introductory presentation was provided by Mr. Bertram to CCC staff on January 28th. Data collection is underway currently for them.

Post-meeting addendum: Meredith Fitz-Gerald recommended that Compensation consider currently established practices for compensation of nursing personnel working in a "float pool" model.

- Actions:**
- (1) Work with Compensation for salary bands within the Career Ladder
 - (2) Work with Compensation to consider the float pool model for nursing personnel
 - (3) Begin communications to stake holders and initiate pilot within CCC.

4. Subcommittee Reports

- a. **Standard Budget Fees** (Kimberly): Following continued discussions among members of the CTAO, CTAC, VPR, SOM Dean's office, and applicable Departments, the FY19 Study Management Fee has been finalized. A Memo signed by senior leadership and available to sponsors as necessary along with more detailed justification for internal and external messaging have been distributed and all applicable documents impacted by the change had been updated and posted on the VPR website to ensure consistency in messaging.

Actions:

 - (1) Broad communication across campus to ensure all stakeholders are informed of the change (town halls, emails, newsletter postings, ongoing leadership meetings, etc.)
 - (2) Town Hall meeting scheduled for Monday, February 11th at 4:00 pm in PCAMS
- b. **F&A for Investigator-Initiated Trials** (Cotten): The change in IDC for investigator initiated trials (30% TDC to 36% MTDC) is moving forward with an expected implementation date of April 1st.

- c. **ClinicalTrials.Gov Registration** (Miller): Documentation to support the previously discussed decision is being crafted for dissemination. Mr. Miller expects to have this completed by the March meeting.

Actions: (1) Finalize documentation by subcommittee, including a decision tree that outlines which trials on campus should be registered by investigators.

5. **Communications Strategies** (Kimberly): A CCTS Forum will be held on Monday February 11th at 4:00pm in PCAMS that will focus on the Clinical Trials Initiative. Topics will include financial management and recruitment (of studies and people). Dr. Kimberly requested feedback from the Committee to himself and Mr. Marchant as to other topics to be considered. All Committee members were encouraged not only to attend the event but also to invite their colleagues. A flyer was provided in hard copy

Actions: (1) Dr. Croker to distribute a PDF of the flyer to CTAC.

(2) Distribution the flyer by CTAC to colleagues within Schools/Departments.

(3) Provide additional topics for consideration to Dr. Kimberly.

6. **New Business:**

- a. **Inventory of Recruitment Tools** (Kimberly/Marchant): Dr. Kimberly took a poll of the Committee to find out how well knowledge of various tools had been disseminated across campus including Trials Today, TriNetX, Xpert Trials, and the ACT Network. Additional discussion was on the prior and current use of radio and TV advertisements and how effective they have been in various areas of research. Dr. Kimberly requested that Committee members to provide suggestions for additional methods of recruitment to himself and Mr. Marchant for further consideration and exploration.

Actions: (1) Email suggestions to Dr. Kimberly and Mr. Marchant about recruitment methods for consideration.

7. **Next meeting:**

- a. March 13th, Noon. North Pavilion 2532 (note **change in date and location**)



Robert P. Kimberly, MD

Senior Associate Dean for Clinical and Translational Research
Chair, Clinical Trials Administration Committee

CC: Chris Brown, PhD, VP Research

Selwyn Vickers, MD, Senior VP Medicine and Dean SOM