

**Clinical Trials Administration Committee (CTAC)**  
**Meeting Minutes**  
**October 2, 2019**  
**12:00 – 1:00 pm**  
**FOT 12<sup>th</sup> Floor Large Conference Room**

In attendance:	Bertram (CCC)	Kimberly (SOM/CCTS)
	Busby (CCC)	Mack (SOM)
	Cotten (OVPR/OSP)	Marchant (CTAO)
	Croker (CCTS)	Motl (SHP)
	Fitz-Gerald (CCTS)	Nichols (SOO, OVPR)
	Gordon (HSIS)	Rizk (CTAO)
	Horn (OVPR)	Sandefur (OnCore)
	Joiner (SOM)	Schwebel (CAS)

Unable to attend:	Bates (Health System Compliance)	McClintock (IRB)
	Bragg (UAB Compliance)	Miller (OVPR)
	Dransfield (SOM)	Nabors (SOM/CCTS)
	Farough (Health System)	Redden (SOPH)
	Gilbert (SOD)	Saleh (CCC)
	Ladores (SON)	Wasko (SOB)

1. **Review of CTAC minutes from September 11<sup>th</sup> meeting:** The minutes were reviewed and approved as outlined.
  
2. **Updates**
  - a. **OnCore Enterprise** (Sandefur): The Financials Pilot continues with 3 units within the Department of Medicine. There is also increased coordination with the O’Neal CCC operations relative to OnCore to create a fully Enterprise-wide team.  
  
**Action:** 1. Continued implementation of financials.
  
  - b. **Clinical Research Career Ladder** (Marchant): Phase II is with Central HR for finalization while Phase III staff will be reviewed this week. Phase IV staff received the REDCap Assessment on Monday the 30<sup>th</sup> and those will continue through next week with mapping of their staff scheduled the last week of October. Discussions with Phase V Departments were initiated last week and data collection is underway with the plan to have them mapped the week prior to Thanksgiving. Based on current timelines, it is still expected to have all applicable staff mapped by the end of 2019.  
  
**Action:** 1. Mapping Phase III staff this week.

3. **CBR Report** (Marchant)

- a. **QA Reviews:** These were devised as a part of the re-engineered process in early 2018 for the Clinical Billing Review office. Every 6 months a 10% sample of the Modified Reviews with Standard of Care (SOC) billing designations undergoes a Full Review to determine if anything would have changed in terms of how its billing designations were attributed. These reviews occur in January and July of each year. Following the reviews from each sample in 2019, it was determined that no changes were warranted in the billing designations.

**Action:** 1. Continued use of fast-track pathway for CBR review.

- b. **Educational Forums:** Educational forums with submitting units are conducted in the fall of the year. They were started in September with 9 having been conducted so far. The goal is to have these completed for all units by November 1<sup>st</sup>.

4. **eCards Report** (Marchant): As a follow-up from last month's meeting, Mr. Marchant met with Dr. Gilbert and his administrator in the School of Dentistry to learn more about the desire to use an eCard vendor to pay participants in their Dental Practice-Based Research Network. The vendor that seems to best fit their needs is Tango. Additional discussions with both Tina Ealy and Stephanie Mullins in Financial Affairs indicate that the vetting process is underway to determine if Tango would be an appropriate vendor for payment processes at UAB. The review currently is in Purchasing. Additional offices needing to weigh in eventually include IT, Accounting, Compliance, and the HIPAA Officer. Several CTAC members across multiple Schools voiced support of identifying such a vendor to fill a need for an electronic solution to paying participants on a broader basis especially when "in person" payments such as ClinCards or checks may not be as feasible due to additional cost incurred.

**Action:** 1. Encourage Financial Affairs to assist in the vetting process so that an eCard option may be identified that meets the needs not only of the investigators but also of the administration.

5. **Investigator Townhalls** (Kimberly): Dr. Kimberly discussed the need to use multiple channels to communicate to all levels of stakeholders across campus relative to information concerning clinical trials operations since 'no single medium reaches everyone'. Townhalls would provide an opportunity to discuss and hear information pertinent to investigators, with the current example being Pending Account utilization. Dr. Kimberly asked for suggestions from members about content, timing, frequency, etc. as to how best conduct these Townhalls. It was noted that they should be held at a variety of times such as prior to 8AM, during the Noon hour, and after 5PM. The topic of incentives, such as food and CMEs, was discussed as well as alternative modes of distribution such as recording Podcasts or using existing meetings (Grand Rounds). Ms. Cotten expressed a desire to have CTAC included in the invitations so that members may be present to not only hear but engage in discussions as applicable.

**Action:** 1. Schedule a series of Townhalls to assure understanding among faculty of the importance of institutional initiatives.

6. **Newsletter Content** (Kimberly): A mock-up of a newsletter was distributed to members and feedback requested as to the overarching desire of a newsletter and if so, what should be included in it. The primary feedback was that it should be done (at least on a trial basis) and it should be succinct given the vast amount of information already distributed across campus from various groups. Dr. Kimberly indicated that the weekly CCTS Digest has a ~30% read rate. Members suggested that a less frequent approach might be taken (monthly or even quarterly). Suggestions were also made that it should be colorful, contain content relevant to the readers such as spotlights on existing research teams or trials currently underway on campus, and easily readable on a cell phone.

**Action:** 1. Forward suggestions for newsletter content to Drs. Rizk, Kimberly and Mr. Marchant.

7. **New Business/Open Floor:** No new items were proposed for discussion and the Committee adjourned at 12:55 pm.
8. **Next meeting:**
- a. November 6<sup>th</sup>, Noon. FOT 12 Large Conference Room



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