

CTRC STANDARD OPERATING PROCEDURE-

UCH Inpatient CTRC Mobile Visit Responsibilities

Title:	UCH IP CTRC Mobile Visit Responsibilities	Origination Date:	8.15.2024
Department: CTRC, CCTSI		Revision Date:	
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Purpose: To define responsibilities for CTRC Nursing, Inpatient Nursing, and the Study Team for the Inpatient CTRC Mobile study visits

Audience/User: All study teams utilizing CTRC Nursing mobile visits, CTRC Nursing, UCH Health Inpatient Nursing

Roles and Responsibilities for an Inpatient UCH Mobile Study

Coordinator/Study MD to provide:

- Tip sheet to Inpatient Attending Team prior to study visit to include (but not limited to): Study IP details, PPE requirements, infusion details (if applicable), time points
- Schedule meetings to include CTRC nursing, study team, Inpatient Unit Leadership, Study MD
- Provide MD orders based on CTRC nursing direction. MD orders are to be built within the CTRC Study Startup Dashboard. Details/manuals/training can be found [here](#). Reach out to CTO-CTRC.RNProtocols@cuanschutz.edu for questions.
- Create EPIC secure chat on day-of visit (including essential teams/individuals only). Including the Pharmacy, IP nursing staff, CTRC Nursing, Attending MD, Study MD, Investigator, and any other appropriate contacts.
- Schedule visit with [CTRC Scheduler](#)
- Coordinate with IDS Research Pharmacy (84232) (or applicable pharmacy)
- Managing Epic ordering needs outside of research- clinical labs, clinical EKG, etc.

CTRC Nursing to Provide:

- Tip Sheet (utilizing template) to inpatient nursing team (Non-Cancer Center Trials Office studies only)
- Participate in meetings with unit(s) utilized for research visits with unit leadership and teams
- Build MD order flowsheet in Epic (per CTRC nursing discretion)
- Work collaboratively with inpatient nursing team to administer IP (investigational product)
- CTRC responsibilities: Research EKG, Vital Signs, Research Sample collection, aid in research IP administration

Inpatient Team to Provide:

- Work collaboratively with CTRC Nursing to administer study IP (details to be addressed in study startup meetings)
- Communication via secure chat including time points and any additional needs

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- **Inpatient Nurse Responsibilities: Managing IP adverse events and reactions, collecting samples, VS, IP administration, communication with Inpatient team/study team**

***Note: CTRC nursing will not administer study IP in ICU and procedural area spaces**

Applicable Protocols: All utilizing Inpatient UCH Mobile Nursing conducted by CTRC

Timing: As Soon as Reviewed and Approved

Best Practice Recommendations:

Provide to study teams on CCTSI website

Reference on Welcome letter

Notify nurse liaison to initiate upon study-startup

Review annually