

**Office of Clinical Research**  
***“State of the Office”***

**December 2011**  
**Study Coordinator Meeting**  
**STC/Morsani**



# Agenda

- **New Staff**
- **Fiscal Update**
- **Progress Towards Goals**
- **Coming in 2012**

# New Staff

- **Kim Bare**
  - Previously at USF Research Financial Management
  - Primary fiscal contact for all studies opened at USF
  
- **Gayatri Nair**
  - Previously worked as a study coordinator with the Division of Emergency Medicine and Tampa General Hospital
  - Provide study coordination support on a ‘fee for service’ basis
  
- **Tequilla “Monique” Green**
  - Previously employed at ICON (CRO)
  - Provide regulatory support for all USF relied upon IRBs on a ‘fee for service’ basis
  
- **Elizabeth Klingelhofer**
  - Previously employed as a student worker at the USF Pediatric Epidemiology Center and the USF Provost’s Office
  - Will act as the point of initial contact for the study intake and contracting process

# Fiscal Update

- Information will be provided on request. Please send request to [OCRFM@health.usf.edu](mailto:OCRFM@health.usf.edu)

# Business Process Goals – FY12

- **Purchase and implement a clinical trial management system**
  - *Clinical Trial Management System “Invitation to Negotiate” posted on October 13, 2011, evaluation committee selected and we hope to begin implementation in early 2012.*
- **Integration and alignment between USF & Tampa General Hospital and USF & USFPG**
  - *USFPG: established clinical trial rate for services (150% of Medicare), meeting regularly with Revenue Cycle Operations (OCR) leadership to improve research scheduling, billing compliance, continued discussion of use of EMR information for clinical research*
  - *TGH: meeting regularly with TGH OCR, established USF Purchasing process, discussing joint support of research teams*
- **Documentation of Processes/Procedures**
- **Development of master purchasing agreements with common vendors**
- **Review and update sponsor master agreements to improve contracting time (reduce from 106 days to 80 days)**
  - *Initiated a Quality Improvement process for study initiation process and updated goal – half of contracts received after July 1, 2011 to be executed in 80 days*
  - *since July 1, 2011 - 21 new contracts (3 executed), 17 new amendments, 18 new Confidentiality Disclosure Agreements: Current Average Days on-site = 93*
- **Regulatory and Study Coordinator Support**
  - *Hire staff and develop request for services, fee schedule and chargeback processes for staff*
  - *Regulatory/Study Coordinator positions filled*

# Communication Goals – FY12

- **Expand and update website**
- **Develop and publish “Frequently Asked Questions”**
- **Clinical Research email to new faculty**
- **Attendance at department meetings**
  - *172 attendees at coordinator meetings*
  - *Presented at Family Medicine departmental meeting*
  - *Held fiscal meetings with Byrd, Internal Medicine, and Psychiatry*
- **Publication of Quarterly Newsletter**
  - *Fall Newsletter*
- **Build and increase business with sponsors**

# Growth Goals – FY12

- **Increase ‘book of business’ to \$6,000,000**
  - *As of 10/31 ~ \$2.1 million*
- **Add 10 new physicians to research**
  - *Five new faculty*
- **Patient Recruitment**
  - *Continue Florida Clinical Trials project*
  - *Develop process to identify studies with slow/low patient activity and intervention strategies to increase recruitment/retention*
- **Morsani Clinical Research Center**
  - *Expand use of CRC space to 70% capacity*
  - *Completed initial space use study at CRC in Morsani*

# Coming in 2012

- **ClinCard**
  - What is it and what does it mean?
- **Clinical Trial Management System Implementation**
  - Selected by 12/23/11
  - Implementation process to start in February 2012
- **Transfer on-going clinical trials to FAST**
- **Close all accounts in USF Research Foundation**
- **Florida Clinical Trials**