**Effective Monday March 16, 2020, the UCCC Clinical Trials Office will be operating with a remote-work staffing model in light of University guidance for research conduct and research study patient visits. This model will tentatively continue through April 13, 2020. This time period is subject to change.**

As a result enrollment to the following studies will be temporarily suspended:

1.      Non-interventional trials: observational, translational

2.      Interventional trials that do not involve treatment (at the discretion of the PI)

-All staff will begin remote work. Patient-facing CRCs should come to work to conduct study patient visits as required if the visits involve safety labs and study medications. Study patient visits that do not involve a medically necessary procedure at this time (i.e. follow-up visit, questionnaire, blood pressure check, protocol visit where treatment is not involved) should be rescheduled or not completed.

-All CRCs attending clinic should limit time in clinic as much as possible and limit the number of staff to only those absolutely necessary to conduct visits (no trainees).

-For any study patient visits, staff are to observe the guidance provided by the UCHealth Office of Clinical Research and conduct patient screening 24 hours prior to the visit. Clinical staff are contacting patients in advance of their scheduled visits, so it is likely that CRCs will only need to contact patients coming for a research-only visit.

-All meetings will transition to teleconference or WebEx.

-All remote staff are expected to be available by phone during normal business hours and working as normal.

-All staff are responsible for checking to ensure they have the appropriate access to work systems and work-required equipment (PC, internet, etc.). If access is limited, unavailable, or equipment is not available, staff should report to work as normal.

\*If staff come into contact with someone who is currently being tested for COVID-19, staff are to self-monitor for symptoms. If that test is confirmed positive for COVID-19, staff are to self-quarantine for 14 days.\*

REMINDERS:

-remember HIPAA Privacy @ home

-take any materials you need home with you (including laptop chargers, but no patient charts)

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