

Clinical Research Organization

Title: **JeffTrial Staff List for MDG Coordinators**

Who to add to the staff list?

If PSU or Melanoma group is doing the regulatory work for the study:

- Add the PSU Regulatory Manager (they will then add the reg coordinator)

If an outlier (not CTO or EDDO) is clinically coordinating the study:

- Add the clinical coordinator from that department (e.g. Nancy Pedano from Radiology, or Jamie Rothstein from Surgery)

Instructions

1. Go to **PC Console > Main > Staff**, and select **Update**

★ PC Console ?

Protocol No.: 5864 Library: Oncology PI: Cristofanilli, Massimo Sponsor: Methodist Hospital Research Institute

Protocol Target Accrual: 10 Accrual To Date: 0 Protocol Status: CCRR APPROVAL

RC Total Accrual Goal (Upper): 10 IRB Expiration:

Select Protocol

[Details](#) | [Management](#) | [Staff](#) | [Sponsor](#) | [IND/IDE](#) | [ClinicalTrials.gov / CTRP](#)

Main RC/OCT Only Active Staff Only

Role	Last Name	First Name	Middle Name	Institution	Start Date	Stop Date	Reason	Select
Other Staff	Jorfi	Suzanne		Thomas Jefferson University				<input type="checkbox"/>
Other Staff	deVries	Sarah		Thomas Jefferson University Admin	05/22/2015			<input type="checkbox"/>
Principal Investigator	Cristofanilli	Massimo		Thomas Jefferson University	12/04/2013			<input type="checkbox"/>
Protocol Creator	Mordenti	Melisa		Thomas Jefferson University				<input type="checkbox"/>
Regulatory Coordinator	Schultz	Natalie		Thomas Jefferson University	05/22/2015			<input type="checkbox"/>
Submitter	Lebrun	Alex		Thomas Jefferson University Admin	11/06/2014			<input type="checkbox"/>

View Attachments Update

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2. Type in **Role**, **Staff Name**, and **Start Date**. Then select, **Add**, and then, **Close**

Role: Choose "Other Staff"

Start Date: Enter today's date

The screenshot shows the 'PC Console' interface for protocol management. The top header displays protocol information: Protocol No. 5864, Library: Oncology, PI: Cristofanilli, Massimo, Sponsor: Methodist Hospital Research Institute, Protocol Target Accrual: 10, Accrual To Date: 0, Protocol Status: CCRRR APPROVAL, RC Total Accrual Goal (Upper): 10, and IRB Expiration. The main content area is titled 'Protocol Staff' and includes search filters for Role, Staff Name, and Start Date. A table lists existing staff members with columns for Role, Last Name, First Name, Middle Name, Institution, Start Date, Stop Date, Reason, Edit, and Select. The 'Add' button is located at the bottom right of the search area, and the 'Close' button is at the bottom right of the main content area. Red arrows highlight these buttons.

Role	Last Name	First Name	Middle Name	Institution	Start Date	Stop Date	Reason	Edit	Select
Other Staff	Jorfi	Suzanne		Thomas Jefferson University				Edit	<input type="checkbox"/>
Other Staff	deVries	Sarah		Thomas Jefferson University Admin	05/22/2015			Edit	<input type="checkbox"/>
Principal Investigator	Cristofanilli	Massimo		Thomas Jefferson University	12/04/2013			Edit	<input type="checkbox"/>
Protocol Creator	Mordenti	Melisa		Thomas Jefferson University				Edit	<input type="checkbox"/>
Regulatory Coordinator	Schultz	Natalie		Thomas Jefferson University	05/22/2015			Edit	<input type="checkbox"/>
Submitter	Lebrun	Alex		Thomas Jefferson University Admin	11/06/2014			Edit	<input type="checkbox"/>

You're done!