



OREGON CLINICAL
+ TRANSLATIONAL
RESEARCH INSTITUTE
OCTRI

DATE

Dear _____

RE: OCTRI Protocol XXXXX

On behalf of CTRC Nursing Services, I am excited to welcome your new protocol.

Before you may schedule study visits at the CTRC, Nursing Services require:

- 1. Completion of enclosed Nursing Services Request Form.** Promptly upon receipt of your Nursing Services Request Form, a Nursing Coordinator will be assigned to work with your study staff. The Nursing Coordinator is your liaison to the CTRC.
- 2. Study Initiation meeting to determine your needs.** Attendees at this meeting are your study staff, the assigned nursing coordinator and CTRC nursing leadership. The purpose is to define the specifics of your study needs. Item numbers 1 & 2 may be scheduled/ completed before formal OCTRI/CTRC approval.
- 3. OCTRI and IRB approval.** Studies will not be conducted in any CTRC unit without prior IRB and OCTRI approval. If cost sharing and a fee summary is required by OCTRI, your study will not be approved until you have returned a signed fee summary. These are communicated to you through the OCTRI Research Navigator Program.
- 4. In-service Meeting.** The CTRC Nursing Coordinator will schedule an In-service Meeting to review all study procedures and/or study specific equipment with the nursing staff. Staff from ancillary departments will be invited as appropriate. This meeting must take place before the first scheduled study visit.
- 5. CTRC study specific documents completed and approved by PI/Study staff.** Please have all orders prepared and ready for our staff to review in advance of the In-Service meeting. Should you have any study specific documents or kits for the nursing staff to utilize relative to the study, please introduce them at this In-Service meeting as well.

Please do not hesitate to contact me if you have any questions concerns at anytime throughout your study process.

Kindly,

Susan Peterson, RN, MBA
Nurse Manager
(503) 494 -6227