

Clinical Trials Administration Committee (CTAC)
Meeting Minutes
November 3, 2021
12:00 – 1:00 pm
Zoom Conference Call

In attendance:

| | |
|---------------------|-------------------------------|
| Bertram (OCCC) | Logan (University Compliance) |
| Busby (OCCC) | Marchant (CTAO) |
| Cotten (OVPR/OSP) | Miller (OVPR) |
| Croker (CCTS) | Nichols (SOO, OVPR) |
| Fitz-Gerald (CCTS) | Redden (SOPH) |
| Gilbert (SOD) | Rizk (CTAO) |
| Joiner (DOM) | Sandefur (OnCore) |
| Kimberly (SOM/CCTS) | Smith (SON) |
| Lee (DOM) | Wasko (SOB) |

Unable to attend:

| | |
|----------------------------------|-----------------------|
| Bates (Health System Compliance) | Gordon (HSIS/CCTS) |
| Boles (SOM) | Gutierrez (CCTS) |
| Dransfield (DOM) | Horn (OVPR) |
| Farough (Health System) | McClintock (OVPR/IRB) |
| | Schwebel (CAS) |

Guests: Bradford (CCTS)

1. **Review of CTAC minutes from October 6th meeting:** The minutes were reviewed and approved.
2. **Introductions** (Kimberly): Dr. Kimberly opened the meeting by introducing Dr. Ellen Smith from the School of Nursing as its new representative. Dr. Smith stated that she moved to UAB this summer from Michigan and that she is serving as the Assistant Dean for Research and that her primary focus is in Oncology.
3. **Updates**
 - a. **OnCore** (Sandefur): Mr. Sandefur stated that they are completing testing for the regular system upgrade which impacts a number of areas, especially reporting. He went on to say that they have hired a new trainer who will start on Monday November 8th. Additionally, Mr. Sandefur mentioned a recent discussion with the billing office which stated all accounts are currently <30 days old which is excellent. This is a result of ongoing work with trial units keeping visit data up to date in the system which informs the billing offices of clinical activities.
Actions:
 1. Finalize the annual upgrade of the software.
 2. Continue with accrual initiative
 - b. **myUABresearch** (Cotten): Ms. Cotten opened by reminding the Committee of the new name for the electronic research administration system being implemented ([myUABresearch](#)). After ongoing discussions with the vendor InfoEd, the implementation will be conducted in 4 phases starting with ‘Conflict of Interest (CIRB)’. Some of the modules will be refreshed while others will be altogether new. Once completed, UAB’s ‘Animals’ component will be the largest in the vendor’s repertoire given the presence of more than 38,000 cages on campus. At this time, no firm timeline has been set for completing the implementation.

Action:

1. Monthly reports to continue until completion of implementation across all modules.

4. **Trial Accrual Strategies** (Kimberly): Dr. Kimberly started by discussing the national perspective on trial accrual and why it is important at UAB as shown through articles that were shared with the Committee prior to the meeting. One highlighted example revealed that only about 5% of covid related trials met accrual goals according to ClinicalTrials.Gov. This understanding led to an internal review of trials which revealed the pressing need to continue to improve practices across campus.

Dr. Kimberly discussed a number of areas where improvements have been made, but a desire remains to increase awareness of these tools as well as refining them so that they meet the needs of the investigative teams. Examples included the [Clinical Trials Kiosk](#), [Recruitment Innovation Center](#), the [Clinical Research Support Program](#), and the [Recruitment & Retention Shared Facility](#). Additional discussion centered around creating more podcasts that could be quickly accessed as needed to provide terse instructional overviews on a topic for easy reference. This was amplified by Dr. Smith's recent experience trying to learn about accessing i2b2 through UAB's website.

Action:

1. Send additional suggestions for adding resources and making those already available more easily attainable to Dr. Kimberly.

5. **Guidance for Data Coordinating Centers** (Nichols): Dr. Nichols explained that it is not uncommon for trials, especially those that are multi-site, to have a need for a data coordinating center. Sometimes these are initiated by our own investigators (such as IITs), while at other times a separate institution or company may inquire about UAB's ability to manage DCC activities for an initiative. In either instance, the prospect comes with a number of considerations including scholarship and regulatory issues. Clarification of guidance is needed surrounding the creation and governance of these data coordinating center activities. Drs. Nichols and Kimberly have been charged by Dr. Brown to lead this effort.

6. **New Business/Open Floor:** Dr. Kimberly announced to the Committee that Dr. Motl, who previously served as the School of Health Professions representative on CTAC, departed UAB for a new position at the University of Illinois in Chicago on November 1st and that discussions are underway with Dean Butler to name a replacement. Additionally, Dr. Kimberly mentioned that given Dr. Schwebel's new role in the Vice President for Research's office, discussions are being held with Dean Thomas of the College of Arts & Sciences to determine if a new representative for it would be needed as well.

Action:

1. Dr. Kimberly called upon the committee to send potential agenda items for next month's meeting via email.

7. **Next meeting:** December 1st (Zoom meeting)



Robert P. Kimberly, MD
Senior Associate Dean for Clinical and Translational Research
Chair, Clinical Trials Administration Committee

CC: Chris Brown, PhD, VP-Research
Selwyn Vickers, MD, Senior VP-Medicine and Dean-SOM