

Clinical Trials Administration Committee (CTAC)
Meeting Minutes
November 16, 2022
12:30 – 1:00 pm
Zoom Conference Call

In attendance:	Bertram (OCCC)	Kimberly (SOM/CCTS)
	Boles (SOM)	Lee (DOM)
	Crocker (CCTS)	Logan (University Compliance)
	Fitz-Gerald (CCTS)	Marchant (CTAO)
	Gilbert (SOD)	McClintock (IRB)
	Gordon (HSIS/CCTS)	Miller (OVPR)
	Goss (SHP)	Pitts (Health System)
	Horn (OVPR)	Rizk (CTAO)
	Jackson (Health System Compliance)	Specht (OnCore)
Unable to attend:	Cotten (OVPR/OSP)	Schwebel (OVPR)
	Hurst (Health System)	Smith (SON)
	Joiner (DOM)	Wasko (SOB)
	Nichols (SOO, OVPR)	
Guests:	Katie Bradford (CCTS)	

1. **Review of CTAC minutes from October 5th meeting:** The minutes were reviewed and approved.

2. **Updates**

- a. **OnCore (Specht):** Ms. Specht reported the IDS Pharmacy Management Group has been added to OnCore. This management group will be included on all new studies moving forward that utilize their services. Additionally, they will be added to current studies already in OnCore but the transition will take some time to complete. Ms. Specht also updated the committee on the SMR database which has previously been identified as a security risk that needed replacing. The new SMR is now ready and in the pilot phase. Going forward, study teams will be able to view their Clinical Trial Billing Notices (CTBNs) after visits have been ‘occurred’ in OnCore which include billable activities through the Health System.

Actions:

1. Continue weekly OnCore Q/A sessions to provide ongoing training to the clinical research community.
2. Identify the manageable target percentage of late ‘occurred’ visit entries and strategies for reducing delayed CTBN submissions.

- b. **IRB Metrics & Process (McClintock):** Mr. McClintock noted that review time for submissions had improved between FY21 and FY22. In the near term, target goals for reviews will be tied to interim process improvement initiatives and development of consistent process measures.

Actions:

1. Continue efforts to improve IRB throughput rates and enact process changes to enable such improvement.
2. Committee members encouraged to provide feedback to the IRB for ways to improve the submission forms/process by reaching out to Mr. McClintock.

3. **Radiology Over-Reads (Marchant):** Mr. Marchant reported that the Radiology workgroup led by Dr. Mark Bolding continues to craft a process by which additional information identified in radiographs conducted in the context of clinical research is reported to PIs, providers, and patients. A more extensive report is planned for the next CTAC meeting by Dr. Bolding.

Action:

1. Dr. Bolding to provide a update on the workgroup's progress at the January meeting.

4. **Quick Notes (multiple):**

- a. **OSP National Search:** Dr. Kimberly reported that with the upcoming retirement of Ms. Melinda Cotten at the end of November, a national search will be conducted for a new Director of Business Operations. Dr. David Schwebel will chair the Search Committee with an anticipated start date for the successful candidate in the 2nd quarter of 2023. Mr. Mike Matthews will be serving in the AVP role in the interim.
- b. **Digital Media and Recruitment:** Ms. Horn reminded the committee of ongoing work to develop a more formal partnership with UAB's Digital Media group to provide resources to aid in recruitment efforts for clinical research. The creation of a service center will enable studies to be billed for their efforts. Guidance is being developed collaboratively between Digital Media and the IRB per Mr. McClintock.
- c. **Phone Scripts for Recruitment:** Efforts continue by the subcommittee to develop phone scripts to be used for contacting patients to inquire about their interest in participating in clinical studies / trials. Guidance from the IRB will provide the framework for this needed process to enable another recruitment tool for study teams.
- d. **Recruitment Plan Consultations:** Ms. Fitz-Gerald reported that CRSP's availability to provide consultation in the development of recruitment plans is underutilized. Dr. Kimberly suggested requesting feedback at this week's Research Seminar Series to better discern the study teams' awareness and needs. Ms. Fitz-Gerald reminded the committee that the next CCTS Lunch & Learn will be held on Tuesday December 13th at 11:30am.

5. **New Business/Open Floor:**

- a. Dr. Kimberly inquired about the timing of the next CTAC meeting. After discussion among the members, it was determined that Wednesday January 11th at Noon was best to reconvene.

6. **Next meeting:** January 11, 2023



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

CC: Chris Brown, PhD, VP-Research
Anupam Agarwal, MD, Interim SVP for Medicine and Dean-Heersink SOM