

Clinical Trials Administration Committee (CTAC)

Meeting Minutes

April 3, 2019

12:00 – 1:00 pm

FOT 12th Floor Conference Room

In attendance:

Bertram (CCC)	Marchant (CTAO)
Cotten (OVPR/OSP)	Mack (SOM)
Croker (CCTS)	McClintock (IRB)
Farough (Health System)	Miller (OVPR)
Fitz-Gerald (CCTS)	Redden (SOPH)
Gordon (HSIS)	Saleh (SOM/CCC)
Horn (OVPR)	Sandefur (OnCore)
Joiner (DOM)	Schwebel (CAS)
Kimberly (SOM/CCTS)	Wasko (SOB)
	Roberson (Proxy for Bragg)

Unable to attend:

Bates (Health System Compliance)	Ladores (SON)
Bragg (UAB Compliance)	Motl (SHP)
Dransfield (SOM)	Mugavero (SOM)
Gilbert (SOD)	Nabors (SOM/CCTS)
	Nichols (SOO, OVPR)

1. **Review of CTAC minutes from March 13th meeting:** Minutes were reviewed with no additional comments. They were approved as outlined.

2. **Updates**

- a. **OnCore** (Sandefur): OnCore version 15.4 upgrade is planned for June 3rd. Work continues in development of the consolidated Research Charge Master. Mr. Sandefur is identifying clinical staff to participate in a Financials Pilot.

Actions:

- (1) Identify staff members across institution to participate in a Financials Pilot.

- b. **Clinical Research Career Ladder** (Marchant): As of April 1st, 67 of the 87 staff members included in the CCC Pilot had complete data in place for mapping. Dr. Bertram is meeting with CSU staff this week to ensure the remaining 20 are completed as well. The REDCap team is working to finalize the Summary Reports for distribution to SOM HR with mapping meetings being held throughout April. Communication to stakeholders continues with upcoming sessions including Nursing, CAS, CCTS Lunch & Learn, and Staff Council. Communication to stakeholders will be ongoing as developments continue in the process.

Actions: (1) Continue the mapping process for the CCC Pilot.

- (2) Continue communications to stakeholders across campus.

- c. **Greenphire** (Marchant): Work on Wave 3 is ongoing with the implementation of the Department of Medicine. The third training session for DOM will be held on Friday April 5th. Communication with the Wave 4 units will commence later this spring with implementation expected in Q2/3. It will include the School of Optometry in addition to 6 Departments in the School of Medicine. As of last week UAB is currently processing an average of \$25,000 in payments through the system per week. This is expected to grow substantially as more Departments are added through the year. A question was raised by Dr. Bertram as to whether the system may be used for non-trial visit remuneration. Mr. Marchant stated that it is possible for the system to be used for other purposes and that discussions can be held in the future once implementation is complete at the end of 2019, which is the current timeline for completion.

3. Subcommittee Reports

- a. **Standard Budget Fees** (Kimberly): Dr. Kimberly distributed the draft Standard Budget Fee Schedule which included updates from last month's feedback. He outlined the preference expressed by constituents for a '2 tiered' model for Study Start-up. There was lengthy discussion about the data on which the schedule was built, about comparator data from other institutions that was collected in 2018 and about the importance that Departments understand their costs. Discussions are ongoing as to when, how, and to whom the Fee Schedule may be distributed. While there is the expectation that the internal costs are kept confidential, many expressed belief that it will be openly shared with external organizations. The importance of justifications for the various costs which would be shared externally was stressed. Dr. Kimberly tasked Dr. Joiner and Ms. Fitz-Gerald with providing a recommendation by April 8th for how best to address distribution of the fee schedule. Mr. Sandefur will provide Mrs. Fitz-Gerald with a list of Financial Coordinators stored in the OnCore system to aid in distribution.

Actions: (1) Mr. Sandefur to send list of Financial Coordinators from OnCore to Mrs. Fitz-Gerald.

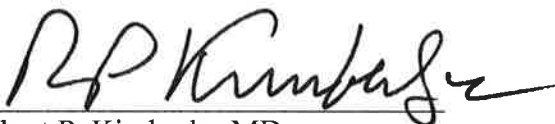
- (2) Dr. Joiner and Ms. Fitz-Gerald to compile justification for fixed costs which can be provided to Sponsors upon request and to provide recommendation for how to best distribute the internal Fee Schedule document to ensure confidentiality. Dr. Kimberly to speak about the initiative at the CCTS Lunch & Learn on Tuesday April 9th.

4. New Business

- a. None

5. Next meeting:

- a. May 1st, Noon. FOT 12 Large Conference Room



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