

Clinical Trials Administration Committee (CTAC)
Meeting Minutes
November 6, 2019
12:00 – 1:00 pm
Faculty Office Tower, 12th Floor, Large Conference Room

In attendance:

Bertram (CCC)	Kimberly (SOM/CCTS)
Busby (CCC)	Mack (SOM)
Cotten (OVPR/OSP)	McClintock (IRB)
Croker (CCTS)	Miller (OVPR)
Farough (Health System)	Nichols (SOO, OVPR)
Fitz-Gerald (CCTS)	Redden (SOPH)
Gilbert (SOD)	Saleh (CCC)
Gordon (HSIS)	Sandefur (OnCore)
Horn (OVPR)	Wasko (SOB)
Joiner (SOM)	

Guests:

Bradford (CCTS)	Matthews (OVPR)
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Unable to attend:

Bates (Health System Compliance)	Marchant (CTAO)
Bragg (UAB Compliance)	Motl (SHP)
Dransfield (SOM)	Nabors (SOM/CCTS)
Ladores (SON)	Rizk (CCTS/CTAO)
	Schwebel (CAS)

1. **Review of CTAC minutes from October 2nd meeting:** The minutes were reviewed and approved as written.
2. **CTAO Medical Director (Kimberly):** Dr. Kimberly noted that Dr. Rizk has assumed her position and is meeting with faculty and staff to help define key strategic priorities and approaches.

Action:

1. CTAC members to suggest ways the Medical Director can move the various components of the Clinical Trials Initiative forward.

3. **Updates**

- a. **OnCore Enterprise (Sandefur):** The Financials implementation continues in the Department of Medicine. Opportunities for improved business practices in financial management have been identified, and these may be expanded to other units going forward. Ms.Mack suggested that coordination of training and sharing of personnel across units might be helpful.

Action:

1. Financials implementation underway; feedback welcome.

- b. **eCards and Tango as a vendor (Marchant/Bragg):** no new report

Action:

1. Review of the vendor by Central Administration continues.

c. **Clinical Research Career Ladder** (Marchant): no new report

Action:

1. Mapping of positions continues.

d. **Clinical Investigator Training Program** (Joiner / Fitz-Gerald / Rizk): The updating of the CITP is underway with consideration of versions for investigators new to clinical trials, for established investigators to be updated on policy / procedures and for investigators working in behavioral research. Plans currently anticipate the next session for new investigators in February 2020, along with an assessment of learning resources from the CTSA consortium and other venues.

Action:

1. Suggestions for content and format are welcome.

e. **Clinical Trials Town Hall Meetings** (Kimberly / Rizk): As part of the ongoing communication strategy for the pending / operating accounts and for the standardized budget, a Town Hall series is underway with two meetings in the past week and a third scheduled for November 6th, 4:00 pm.

Action:

1. Additional suggestions for content/format of future Town Hall mtgs.

4. **Single Identifier for Trials** (Nichols/Matthews). Dr. Nichols gave an overview of the importance and value added for a single identifier for clinical trials across 5-6 electronic systems housing clinical trials. The IRB number is currently the only number that touches all clinical trials—industry, IITs, federal, departmental. Mr. Matthews reviewed the plan to have the IRB number as the single identifier used by all units. All agreed on the desirability of a single identifier and encouraged implementation. Modifications to current digital systems would be required to have each system autopopulated; manual entry for the near-term was not viewed as a significant barrier.

Action:

1. Continue work on implementation of a single identifier. Pilot registration process on-going in CCC.

5. **Communications-eNewsletter** (Bradford): Ms. Bradford discussed the eNewsletter, focused on clinical trials, as part of the multi-faceted communication channels currently being utilized. This newsletter might include items such as updates in processes or system implementations. A trial period to gauge effectiveness will launch within the next month. Ms. Bradford stated that analytics would enable them to see how well it was received by the community of researchers.

Action:

1. Request for content for initial trial edition from CTAC members and research community at large.

6. **Clinical Trials Initiative** (Kimberly): Dr. Kimberly reminded CTAC about the breadth of the Clinical Trials Initiative and requested suggestions for additional items for inclusion.

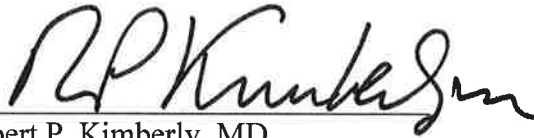
7. **Upcoming Events** (Kimberly): A reminder that a third Town Hall will take place Wednesday, November 6th at PCAMS.

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

a. No new business offered for discussion.

9. **Next meeting:**

a. December 4th, 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