

FAQs To Determine if a user should be on a Research Coordinator Security Template in Epic

The following are responsibilities of a Research Coordinator, Principal Investigator, and/or Research Nurse:

- Recruit study patients
- Document study consent
- Document that a patient has given their consent to participate in a research study.
- Create, activate, and review study records
- Associate participants with a study
- Link appointments/admissions to a study

Question	Answer
Does the user have any of the above referenced responsibilities in Epic?	<p>If YES, the user should be added to the research coordinator security template.</p> <p>If NO, the user should be added to the clinical view only template or another security template other than research</p>
Is the user a study team member on an active study?	<p>If Yes:</p> <ul style="list-style-type: none"> • Verify the user attended the 5-hour research training • Verify the user is listed on at least one active protocol • Verify the user does not have research security (Patient Research Studies activity does not appear in their main toolbar) <p>If No:</p> <ul style="list-style-type: none"> • User should be added to Clinical View Only template
Is the user responsible for recruiting patients for research studies?	<p>If YES, user should be put on the research coordinator template.</p>
Is the user a principal Investigator, Co-investigator, research assistant for a specific study?	<p>If YES, user should be put on the research coordinator template.</p> <p>If No, verify role and should be added to clinical view only</p>