

New On Boarding Process for UA Researchers in Tucson

Clinical Trials Senior Manager: Laura Wilkes



RESEARCH



Tucson Clinical Trial Senior Managers (CTSM's)

Laura Tank



Surgery, Pediatrics, Medical Imaging, Ortho, Anesthesiology, Pathology, Ophthalmology, Biomedical/Biosystem Engineering, Gastroenterology, Center for Integrative Medicine, Cardiology & Sarver Heart

Sara Knight



Pharmacy; Nursing; Public Health; OBGYN; Emergency Med; Neurology; Psychology; Psychiatry; Family & Community Med; A2DRC; Az Center on Aging; Arthritis Center; Animal & Biomedical Sci; Med Administration; COM Academic & Student Affairs; Geriatrics, General Internal Med, and Palliative Medicine; Inpatient Med; Pulmonary, Allergy, Critical Care, & Sleep Med; Rheumatology; Translational & Regenerative Med; Genetics, Genomics, & Precision Med; Urology

Sydney Goosen



Adult & Pediatric Oncology, Radiation Oncology, Clinical Teaching, Immunobiology, Endocrinology, Cellular & Molecular Medicine, Physiology, Dermatology, Hematology/Oncology, Infectious Disease, Nephrology

CTSM Contact Information

- Sydney Goosen – Sydney.Goosen@Bannerhealth.com
- Sara Knight – Sara.Knight@Bannerhealth.com
- Laura Tank – Laura.Tank@Bannerhealth.com

Collaborative Activities with Banner

- Onboarding New **Research** Employees
 - They must be UA employees
 - They must be participating on a research project
 - Request Vendor ID
 - Confirm Cerner Training
 - All Cerner training is now done virtual on requestors time schedule
 - Request Cerner Access
- Revision to Cerner Access
 - Increase/decrease of access
 - Increase - is there someone we can have IT “mirror”
- Termination of Employee
 - Send an email notifying termination

Student Onboarding

- **The email address is:**

BH-STUDENTCOORDINATION@BANNERHEALTH.COM

- Have student explain in the email
 - Why they need the account
 - How long they will need it
 - Who working with
- Send the Student Information form with the email

Please provide the following information for Student Researchers needing Stu ID's – Cerner - Miscellaneous Cerner Applications	
Name of Student:	
First and Last name	
Name they go by	
If student, how long will they be working on the project?	Start date: End date:
Have you registered with mCE prior to now?	Yes No
Do they need a Vendor (STU) ID?	Yes No
If no, what is their STU ID?	
Current Email address	
Direct Phone number	
Complete physical address where they will be working	
Name of Dept/Host Information	
Supervisor email	
Supervisor direct phone	
Complete physical address where they work	
Have they received Cerner Training	Yes No
	Date of Training:



Student Onboarding Process

- Process could take up to 30 days
- Student Coordination Department processes all students at any facility
- Student registers at My Clinical Exchange (mCE) Website
 - There is a \$20.00 semester fee
- Student Onboarding will vet the students
 - Background checks
 - Follow the drug test guidelines
 - Vaccination verification
 - Same requirements as employees
- Student Onboarding also
 - Requests Badges
 - Confirms Cerner Training
 - Request Cerner and VPN for students

Remote Monitoring

All requests will go to the CTSM who oversees your department

- **Send to the CTSM the following information**
 - Monitor Request Form
 - Computer Access Request form (CAR)
- **CTSM must do the following for each RETURNING monitor request**
 - Confirm vendor ID is still open
 - Request Cerner access for the dates required for the visit
 - Build the patient list in Cerner
 - Send instruction email
- **CTSM must do the following for each NEW monitor request**
 - Request Vendor ID
 - Request Cerner access
 - Build the patient list in Cerner
 - Send Instruction email

Monitors Needing Assistance

- When the monitor contacts you for help, ask the monitor
 - Have you downloaded Citrix on your computer?
 - Have them call IT first 602-747-4444
 - Patient lists are set up the same way each time
 - Typically it is a monitor error

TIPS to remember on IT Requests

- Process could take up to 14 days
- IT phone number for help is **602-747-4444**
 - For Cerner help it is Option #3
- CTSM will send an email notifying the monitor or employee that everything is set up
 - Requestor/CRC will be cc'd on the email

UA Research Website link:

❖ <https://research.uahs.arizona.edu/clinical-trials/cerner>

Questions!