ROCHESTER CLINICAL RESEARCH

Advancing Medicine, Changing Lives

Welcome _____,

We believe that a strong relationship begins with clear communication by all parties. We have outlined for you our operational procedures in an effort to help facilitate a productive working relationship.

1. Monitors are welcome from M-TH, 7:45am to 4:45pm. If you would like to start earlier or stay later let the staff know and the research assistants can have your charts ready. You will not have access to staff, copier or fax machine before or after regular office hours. Fridays we are open only until 12:30 PM.
    - If you are going to be late please contact the front desk at 585-288-0890.
    - Internet log in information is posted on the bulletin boards in the monitor rooms.

2. We are expecting you to arrive alone. If you are going to bring someone with you, please notify us in advance. If we have room to accommodate the request we will let you know.

3. Please let us know which charts you are planning to review on which day and we will have them ready. Please leave the charts as you found them. Thank you for this courtesy!

4. To aid you and us with Regulatory Binder review, we have added a blue colored sheet of paper to our correspondence binders to be inserted after each visit as a place marker. Please sign and date the sheet upon review.

5. To respect the confidentially of all of our sponsors we ask that you do not enter the study coordinator offices. Please use the intercom system to get any help you need from the study coordinators/ research assistants or front desk. Intercom #110 is the front desk; staff directory is on bulletin boards in all monitor rooms.

Your assigned Research Assistant is _____ Study Coordinator _____
Copy code _____

6. Our staff is busy in the mornings but will be available for an hour after lunch or an hour before leaving at 4:45. The research assistant should be available to answer questions throughout the day. If it is your first visit for the study the study coordinator will orient you to the process and office logistics upon your arrival.

7. Please ask your study coordinator for IP and she or the nurse manager will bring it to you.

8. Dr. Davis makes daily rounds with the monitors. Dr. Shlotzhauer will be available by appointment in advance.

9. We expect a follow up monitoring letter and will address any outstanding issues. Please cc: to study coordinator.

10. Per our site's SOP all original source documents including patient recorded source docs, diaries, and the Site Responsibility Log must stay on site for the duration of the study and post closeout. Please see your Study Coordinator or the Regulatory Specialist with any questions.

11. FYI – RCR will not be destroying any IP on site. It will be returned to the Sponsor/CRO at the end of the study.

It is our hope that you have found this information useful. Here's to a successful clinical study.

Therese Dayton, Nurse Manager with
The staff of RCR