

Information for Clinical Research Monitors

Office of Clinical Research



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Welcome to MUSC

On behalf of the Office of Clinical Research (OCR), welcome to the Medical University of South Carolina!

The OCR has created this Information for Clinical Research Monitors document in order to provide some key information needed to help get you ready to monitor research data at MUSC.

We value the sponsors and contract research organizations that partner with MUSC on the cutting edge clinical research that offers new treatments and hope to our patients. Thank you for helping to ensure the safety of our subjects and the integrity of our research data.

Sincerely,

Signe Denmark, MS, CCRP

Associate Director, Research Opportunities & Collaborations

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About the Office of Clinical Research

The Office of Clinical Research (OCR) provides a centralized office for industry sponsor and contract research organization relations, clinical research billing and financial compliance, and research education at the Medical University of South Carolina.

The purpose of the OCR is to provide an effective and efficient infrastructure to support MUSC investigators in developing, implementing, and reporting on clinical research studies at MUSC.



Electronic Health Record (EHR) Access & Security Requirements

MUSC adheres to all state and federal laws as well as all other applicable regulatory requirements in recognition that medical records are confidential and shall not be released or disclosed to any unauthorized persons.

An Epic Tip Sheet entitled “External Research Monitors: Accessing Research Participant Records” is available from the research team you are working with once you are on site to monitor study patients



Process to request new EHR Access for external research monitor

1. MUSC research staff will Request New Account within Epic CareLink
2. Basic external research monitor information (name, work email, work phone) will be entered by the research team to complete the request
3. A member of the MUSC Epic Research team will email the research monitor login information (user name and password) as well as the study team to inform them of account creation

Please work with your MUSC study team well in advance of your visit to allow adequate time to complete the access request process (at least 10 business days)



Investigational Drug Services (IDS)

Office hours and general information:

- IDS is open Monday through Friday, 8AM to 4:30PM, and is closed on major holidays.
- The shipping address is 169 Ashley Avenue, MH Room 161, Charleston, SC 29425.

Monitor visits:

- Routine monitor visits must be scheduled through the coordinator at least a month in advance as the schedule fills up very quickly.
- One day of the week is blocked from scheduling monitor visits and may change periodically due to fluctuations in dispensing volume.
- Appointments for initial monitor visits (following enrollment of the first patient of a study) can be made as soon as the patient is enrolled via your coordinator.
- **Appointments with IDS are scheduled between the hours of 11:00AM and 3:00PM.** Please contact the research coordinator as they are responsible for scheduling appointments and will coordinate the IDS visit. (This applies to unblinded monitors as well.)



MUSC Campus Information

MUSC Maps and Parking

<http://www.muschealth.org/patients-visitors/patient-information/parking.html>

MUSC Campus Bus Schedule

<http://academicdepartments.musc.edu/vpfa/operations/Transportation/bus.htm>

On Campus Dining

<http://www.muschealth.org/nutrition/index.html#dining>



Information for your stay in Charleston

Charleston Visitor's Bureau <http://www.charlestoncvb.com/>

Hotels http://www.campustravel.com/university/musc/visit_musc.html

Off Campus Dining:

Halo <http://www.halocharleston.com/>

170 Ashley Avenue Charleston, SC 29403

Located across Ashley Avenue from the MUSC library.

Hominy Grill <http://hominygrill.com/>

207 Rutledge Ave. Charleston, SC 29403

Located a few blocks away from campus.

The Wickliffe House <http://www.wickliffehouse.com/>

178 Ashley Avenue Charleston, SC 29403

Located across Ashley Avenue from the MUSC library.



MUSC Industry Research Liaisons

The Office of Clinical Research welcomes any feedback or suggestions from our clinical research collaborators.

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Founded in 1824 in Charleston, The Medical University of South Carolina is the oldest medical school in the South. Today, MUSC continues the tradition of excellence in education, research, and patient care. MUSC educates and trains more than 3,000 students and residents, and has nearly 13,000 employees, including approximately 1,500 faculty members. As the largest non-federal employer in Charleston, the university and its affiliates have collective annual budgets in excess of \$2.2 billion. MUSC operates a 750-bed medical center, which includes a nationally recognized Children's Hospital, the Ashley River Tower (cardiovascular, digestive disease, and surgical oncology), Hollings Cancer Center (one of 68 National Cancer Institute designated centers), Level I Trauma Center and Institute of Psychiatry. For more information on academic information or clinical services, visit muscd.edu. For more information on hospital patient services, visit muschealth.org.