

LOUIS STOKES CLEVELAND VA MEDICAL CENTER
Medical Research Service
SOP Cover Page

Effective Date: July 1, 2005

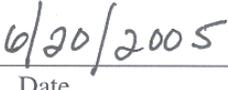
SOP Title: Research Clinics

Author:

Name: Holly Henry
Title: Program Analyst
Department: Medical Research Service



Signature



Date

Approved By:



Signature



Date

Committee Chairperson/Administrator (if applicable)

Signature

Date

LOUIS STOKES CLEVELAND VA MEDICAL CENTER
Medical Research Service
Standard Operating Policy and Procedure (SOP)

Effective Date: July 1, 2005

SOP Title: Research Clinics

SOP Number: HSP-016

SOP Version: .00

1. **PURPOSE:** To establish a mechanism for capturing workload and distinguishing patient's visits for research purposes from standard of care. To avoid billing for tests and procedures performed for research purposes. To comply with documentation requirements for patient's research visits in the Computerized Patient Record System (CPRS).
2. **POLICY:** A Research Clinic will be established for each Research Study.
3. **DEFINITIONS:** A Research Clinic is a non-billable computer location in VISTA to capture workload performed for research purposes.
4. **RESPONSIBILITIES:** The Principal Investigator (PI) or designee is responsible for initiating a "Research Clinic" for studies involving:
 - a. Written Consent
 - b. One or more research visits
 - c. Utilization of ancillary hospital services (laboratory, radiology, etc.)
5. **PROCEDURE:**
 - a. After the study has been approved by both the IRB and R&D Committees and prior to commencing study enrollment, the PI or designee will submit a completed **Electronic Clinic Profile Form** to the Research Office Clinical Studies Coordinator. The Research Clinic Information Form can be found as/at:
 - (1) Attachment A
 - (2) On the Medical Research Service webpage: www.cleveland.med.va.gov
 - (3) Requested in electronic format from holly.henry@med.va.gov, Clinical Studies Coordinator.
 - b. The Clinical Studies Coordinator will notify the Principal Investigator and/or designee when the clinic has been established.
 - c. Study staff will use the Research Clinic to document study activities
6. **REFERENCE:** None
7. **RESCISSION:** June 30, 2008
8. **FOLLOW UP RESPONSIBILITY:** Research Compliance Officer



**Department of
Veterans Affairs**

**Louis Stokes VAMC
ELECTRONIC CLINIC PROFILE FOR RESEARCH CLINICS**

<i>Provide a copy of the final approval letter from the R&D Committee</i>		
REQUESTED BY:	Phone #	Today's Date:
RESEARCH SUPERVISOR:	Phone #	
NEW CLINIC: <input type="checkbox"/>	MODIFY EXISTING CLINIC: <input type="checkbox"/>	
CLINIC NAME: Research (short title for study)	START DATE:	
ABBREVIATION: (acronym or other abbreviation for the study- if applicable)		
FUNDING ADMINISTRATIVE SOURCE: <input type="checkbox"/> MREF <input type="checkbox"/> Case <input type="checkbox"/> VA <input type="checkbox"/> other		
BRIEF DESCRIPTION OF CLINIC: (full study title, including IRB number)		
SERVICE: <input type="checkbox"/> Medicine <input type="checkbox"/> Surgery <input type="checkbox"/> Psychiatry <input type="checkbox"/> Rehab Med <input type="checkbox"/> Neurology <input type="checkbox"/> Other		
STOP CODE NUMBER: <i>leave blank</i>	DSS CODE: <i>leave blank</i>	
DEFAULT APPOINTMENT TYPE: Research		
PROVIDER: (primary study contact- must be in VISTA)		
SCHEDULE ON HOLIDAYS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
CREDIT STOP CODE: 474		
PROHIBIT ACCESS TO CLINIC? N/A		
PRIVILEGED USER [S]: N/A		
PHYSICAL LOCATION: <input type="checkbox"/> Wade Park <input type="checkbox"/> Brecksville <input type="checkbox"/> CBOC(s)		
SPECIAL INSTRUCTIONS:		
LENGTH OF APPOINTMENT: minutes	Other =	
VARIABLE APPOINTMENT LENGTH: Yes	AVAILABILITY DATE: M-F	
DAYS OF WEEK CLINIC MEETS: M-F	Other =	
HOUR CLINIC DISPLAY BEGINS: 8:00 AM	CLINIC END TIME: 4:30 PM	
NUMBER OF SLOTS PER ½ HOUR: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> other		
GROUP NAME: Research		
ENCOUNTER FORM ASSIGNED: Submitted to Ms. Sheila Carter		