

CHPS Start-Up Tool Kit

<u>Required Tasks</u>	<u>Description</u>	<u>Hyperlinks</u>
CHPS Application	If funded, please submit a CHPS application.	Application https://www.med.upenn.edu/apps/chps-intake/
Research Billing Number (RBN)	A RBN must be created to place a scheduler request and link participants to the study in Epic.	Tip Sheet https://www.med.upenn.edu/objects/secure/library/RBN_Request_Tip_Sheet.pdf
Treatment Plan (Beacon)	If a medication will be administered at CHPS, whether by CHPS staff or PI, a Beacon Protocol Request Form must be completed. The Protocol Request Form must be submitted to Jessica.Lenzo@penncare.upenn.edu for CHPS review prior to submission to the Beacon Team. The Protocol Request Form template is located on the CHPS website under "Research Nursing Core" → "EPIC/BEACON Info." CHPS In-service cannot be scheduled until Protocol Request Form is reviewed.	CHPS Research Nursing Core page. Scroll down to the "EPIC/BEACON Info" section. https://www.med.upenn.edu/chps/research-nursing-core-rnc.html
CHPS Combined Nursing Worksheets & Training Document	A combined nursing worksheets & training document is required for each study visit. Worksheets will not be accepted for review if the CHPS template is not followed. Please submit worksheets to kathlj@penncare.upenn.edu . The template is located on the CHPS website under "Research Nursing Core" → "Nursing Tools." CHPS In-service cannot be scheduled until Combined Nursing Worksheets & Training Document are approved.	CHPS Research Nursing Core page. Scroll down to the Nursing Tools section. https://www.med.upenn.edu/chps/research-nursing-core-rnc.html
Sample Processing Instructions	If CHPS is processing research lab samples, Sample Processing Instructions are required. Submit to kathlj@penncare.upenn.edu . Entire lab manual will not be accepted. Sample Processing Instructions are located on the CHPS website under "Research Nursing Core" → "Nursing Tools." CHPS In-service cannot be scheduled until Sample Processing Instructions are approved.	CHPS Research Nursing Core page. Scroll down to the Nursing Tools section. https://www.med.upenn.edu/chps/research-nursing-core-rnc.html
CHPS In-Service	An in-service must be held prior to scheduling the first patient. In-services are held Mon-Thurs at 2 PM. In-services can be scheduled only after beacon builds are reviewed and worksheets are approved.	N/A