Workgroup Setup Information
Clinical Research Coordination and Management Advisory Committee
(CRMCAC)

The purpose of each CRCMAC Workgroup is to assess the issue/topic assigned to the Workgroup and provide recommendations to the appropriate parent CRCMAC subcommittee. The following instructions are intended to help organize and structure the committee meetings and workload.

1. General Issues
   • All Subcommittees and Workgroups, including membership, are noted below in section #5.
   • Each Subcommittee and Workgroup will be led by an elected Chair, and will also be supported by at least one member of the CRCMAC Executive Committee.
   • OHR will coordinate meeting and room scheduling for the Workgroups.
   • The Chair will communicate meeting needs to:
     Nevine Mikhail
     nevinem@mail.med.upenn.edu
     215-746-7400.
   • If necessary, meetings can be set-up to accommodate telephone conferencing; however, such requests must be made with several days advanced warning so that a room with telephone access and conferencing capabilities can be located.

2. Goals for first meeting
   • Workgroup organization: election of the Chair, organization of the group, and framing of the Workgroup mission.
   • Additional Members: The Subcommittee/Workgroup will determine whether additional members should be included on the team, for example:
     - Additional Society membership to achieve optimum size for work assignment
     - Other staff with experience and expertise with Workgroup topics
     - Other research team members
   • Interviewing Research Stakeholders: If the Workgroup assignment requires interaction with other stakeholders to determine the scope of the workgroup topic or to seek input to assigned issues or to potential solutions for identified problems/issues, the Workgroup will create a list of such people to interview. Interviews typically could range anywhere from 10 to 30 minutes depending on the topic, issues to be addressed, and amount of information Workgroup wishes to collect. Stakeholders could also be invited to a Workgroup meeting as appropriate.

3. Working Meetings
The remaining meetings will be spent on information gathering to address the Workgroup issues/topics assigned, as well as working on applicable recommendations of the Workgroup.

4. Workgroup Deliverables
   • After 1st meeting:
     - Framed workgroup mission/charge, and proposed plan to address this mission/charge including any applicable methodology
     - Full contact list of all committee members (i.e. to include any additions to the Workgroup team)
     - Framing of the main issues to be assessed
     - Complete work plan sections 5.x.1 though 5.x.5 for the workgroup and submit to the appropriate parent Subcommittee.
   • Standard deliverables
     - Meeting summary after each meeting – to share with parent Subcommittee and Executive Committee (see standard template).
     - Send meeting minutes and support documentation to Mike Warner at mawarner@mail.med.upenn.edu for posting on the website. (if applicable)
     - Update summaries to the parent Subcommittee
     - Complete work plan mid-year status section 5.x.6 for the workgroup and submit to the appropriate parent Subcommittee
   • Final deliverable
     - Complete work plan sections 5.x.7 and 5.x.8 for the workgroup and submit to the appropriate parent Subcommittee.
5. Parent Subcommittees

- **Education Subcommittee**
  - Colleen Pelligrini  
    [colleenw@nursing.upenn.edu](mailto:colleenw@nursing.upenn.edu)
  - Laurel Doghramji
  - Mary Hammond
  - Annamarie Horan
  - Fran Pack  
    [fmpack@mail.med.upenn.edu](mailto:fmpack@mail.med.upenn.edu)

- **Professional Development Subcommittee**
  - Jennifer Goldfarb, Chair  
    [jennifer.williams@uphs.upenn.edu](mailto:jennifer.williams@uphs.upenn.edu)
  - Fran Pack, Co-Chair  
    [fmpack@mail.med.upenn.edu](mailto:fmpack@mail.med.upenn.edu)

- **Operations Subcommittee**
  - [I don't have a list of members]
• **Mentoring Workgroup – Mike Warner**
  - Mike Warner, Chair  
    mwarner@exchange.upenn.edu
  & Exec. Committee Member
  - Terry Scattergood  
    theresa.scattergood@uphs.upenn.edu
  - Jennifer Chapman  
    jchapman@maill.med.upenn.edu
  - Heather de Vries  
    heather.devries@uphs.upenn.edu
  - Joe Quinn  
    Joseph.Quinn@uphs.upenn.edu

• **Medical Materials Management and Donation Workgroup**
  - Sylvia Salazar, Chair  
    sylvia.salazar@uphs.upenn.edu
  & Exec. Committee Member
  - Bill Dundon  
    dundon_b@mail.trc.upenn.edu
  - Christine Kaminski  
    christine.kaminski@uphs.upenn.edu
  - Steven Lucas  
    steven.lucas @uphs.upenn.edu
  - Harjeet Sembhi  
    sembhi@mail.med.upenn.edu
  - Catherine Smith  
    Catherine.smith@uphs.upenn.edu
  - Cathi Ybarra  
    ybarra@obgyn.upenn.edu

• **Networking Workgroup**
  - Amy Micheli  
    amy.micheli@uphs.upenn.edu
  - Fran Pack  
    fmpack@mail.med.upenn.edu
  & Exec. Committee Member
  - Alexandra Volpe  
    Alexandra.volpe@uphs.upenn.edu