Department of Radiology, Clinical Research

Response to COVID-19

Clinical Research Process in response to COVID-19
Effective: March 10, 2020

Version History

Version	Date	Description	Approved By
1.0	3/10/20	Initial Policy Drafted	Kathleen Thomas

1. Policy Background and Context

The purpose of this document is to define acceptable practices, responsibilities and procedures for responding to the current COVID-19 virus for clinical research staff within the Department of Radiology. At this time, we are advising all staff to begin instituting electronic options into their practice such as: the ability to host meetings via teleconference and/or webinar, have a Penn Medicine laptop (specifically to those who are working with human subjects), and Penn Box to ensure the capabilities to work remotely are in place.

2. Scope

This process applies to all staff within the Department of Radiology conducting/involved in human subject research.

3. Process

GENERAL

We are advising plans be put in place to allow for remote working options for our clinical research staff as well as virtual research visits if possible Actions can (or should?) include:

- Utilize Penn Medicine supported laptops.

- Access to Penn box.

- Begin to put a recruitment (on hold) plan into place with your PIs.

- If possible, conduct research screening visits via phone or through web-conferencing.

- Limit external vendors (example: Sponsors, CROs and Regulatory Monitors) from being on-site.

- Limit large group in-person meetings.

- Staff shall refrain from using public or unsecured network connections while using their mobile device for work.

- Adhere to the guidance set by IRB and OCR.

- Adhere to the guidance set by UPenn HR.

4. Enforcement

At the current time this process document is an advisory document for all clinical research staff and PIs and subinvestigators

5. Distribution

This policy is to be distributed to all clinical research staff and PIs and subinvestigators?
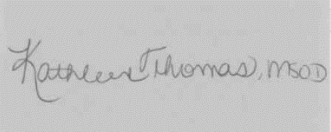
6. References

IRB News: https://irb.upenn.edu/

UPenn HR: https://www.hr.upenn.edu/PennHR/homepage-news-item-detail/2020/03/09/coronavirus-health-safety-resources

Penn Medicine IT Standards: http://uphsxnet.uphs.upenn.edu/is/servicedesk/help_hardware.html

Penn Medicine Remote Access: http://www.uphs.upenn.edu/network/

Approved; Kathleen Thomas, MSOD   3/10/20