

C enter for H uman P henomic S cience	University of Pennsylvania Health System	CHPS SOP 29
Standard of Operating Procedure	Delegation of Authority	Page 1 of 1

PURPOSE: The CHPS unit serves study teams by performing clinical tasks associated with the implementation of research protocols. The CHPS staff are not considered study team members and are not listed on Form 1572 or the Delegation of Authority (DOA) log. This document explains the rationale for this exclusion.

SCOPE: The CHPS department.

PROCEDURE:

1. Please refer to the training described in CHPS:
SOP 2 – Nursing Worksheets,
SOP 3 – Inservices,
SOP 6 – Medication Administration,
SOP 7 – CHPS Documentation,
SOP 13 – CHPS Role Pre- and Post-Inservice and CHPS Responsibilities for Inservice Absence, and
SOP 30 – Training Requirements for CHPS Staff.
2. The CHPS staff are exceptions to the DOA because staff members who are performing routine services (i.e. standard of care (SOC) or commercial services) need not be listed on the DOA unless the PI determines a staff member makes a direct and significant contribution to the research study.

Prepared by:	Amanda Brock and Yael Malul	Date: 1.13.22
Checked by:	Kathlyn Schumacher	Date: 2.4.22
Approved by:	Lorri Schieri and Caitlin O’Neill	Date: 2.11.22