

Study Monitor/Trainer Onsite Visit Checklist

v January 21, 2022

Onsite Visit Checklist:

This checklist is designed as a tool for study team use when scheduling study monitor/trainer visits.

PI _____
IRB# _____
Monitor Name _____
Visit Dates _____

All Research Onsite Monitor/Trainer Visits

Note: the term "monitor" is used below, but refers to both monitors and trainers coming on campus.

Study team has confirmed availability of necessary personnel required to conduct onsite monitor visit	No	Yes
Study team has confirmed that there is an area for the monitor to work that follows the CDC and PA Department of Health guidelines for physical (social) distancing	No	Yes
Sufficient PPE is available for monitor at CHOP site	No	Yes
Study team notifies monitor that they will be required to wear a mask at all times and maintain physical distancing while onsite at CHOP	No	Yes
Study team has scheduled monitor visit with Investigational Drug Service (IDS) if required: <ul style="list-style-type: none"> • Two monitoring visit slots will be available on a daily basis (8:00 a.m. and 10:00 a.m.). Teams may reserve a 2-hour slot if the monitor confirms that a longer visit duration is required, but visits cannot exceed 2 hours in length. • Up to 2 monitors at a time will be permitted in IDS pharmacy for each study visit. Guests must remain in the monitoring area at all times to comply with physical distancing requirements. • A member of the study team must escort the monitor(s) to and from IDS Pharmacy. Please see the JOB AID: Scheduling Monitor Visits in IDS Pharmacy for more information on the scheduling process. 	No	Yes
Study team notifies monitor that they must complete the REDCap COVID screening survey before travel to CHOP https://redcap.chop.edu/surveys/?s=WNPHXMHC9A	No	Yes
The day prior to visit, study team contacts monitor to review the following:		
<ul style="list-style-type: none"> • Reminds monitor they will be required to wear a mask at all times 	No	Yes

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<ul style="list-style-type: none"> Study team member communicating with the study monitor will perform exposure history screening listed below; any positive responses to questions below may result in postponement of visit: <p><i>If you have questions related to monitoring visit permissibility, please reach out to ClinResearchQuestions@email.chop.edu</i></p>		
<p>1. Has the monitor, family member, or close contact been exposed to a confirmed or suspected COVID-19 individual within the last 10 days OR Measles, Chickenpox, Whooping Cough within the last 30 days?</p>	No	Yes
<p>2. Does the monitor or anyone living with the monitor have cough, shortness of breathing, difficulty breathing, other cold/flu symptoms (fever, sore throat, runny nose), loss of taste smell or a COVID-19 test pending at this time?</p>	No	Yes
<p>3. If the monitor has tested positive for COVID-19, and is past the 10 day quarantine period, are their symptoms improving OR have they had a negative COVID test?</p>	No	Yes