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INTRODUCTION: Clinical study teams conduct in-services for the CHPS staff, prior to CHPS study start, by presenting information about the study’s purpose, study medication(s) and the nursing responsibilities needed during the CHPS visit. The study’s nursing worksheets are distributed and used as a reference during the in-service.

PURPOSE: To educate CHPS staff about a new study and to inform them of exactly what is clinically needed, and when, during a specific research visit.

SCOPE: Principal Investigators and Clinical Study Teams.

PROCEDURE:

1. After the study’s nursing worksheet has been reviewed and approved by CHPS staff, the in-service needs to be scheduled by contacting CHPS nurse practitioner (NP). In-services are ideally scheduled within 1-2 weeks of the study’s first CHPS visit.
2. In-services are given at 2pm on PCAM 4S. Studies requiring inpatient visits may also require a virtual in-service with the night shift staff, depending on the complexity of the study.
3. When the Clinical Study Team arrives to CHPS on PCAM 4 for the in-service, the charge nurse will get the inservice started if the CHPS NP is not available.
4. Clinical Trial Study Teams brings approximately 7 copies of their nursing worksheet to the in-service.
5. CHPS staff present at the in-service sign Penn Medicine’s Educational Program Record (EPR).

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6. If the study is complicated, we ask that study teams return to in-service staff members that were not present on the day of the in-service. This requires flexibility on everyone's part. The nurses who missed the in-service and the clinical study team will get an email stating that they need to communicate with each other in order to be in-serviced. A copy of the EPR will be attached to the email. Nurses need to give a copy of the signed EPR to the CHPS nurse practitioner.
7. Depending on the complexity of the study, if the first participant does not present to CHPS within two months of the in-service, the CHPS staff may need to be re-in-serviced.
8. If a study is uncomplicated and straightforward (simple blood work, EKG, minimal CHPS nursing services, oral drug administration with non-intensive monitoring), an in-service may be deemed not to be necessary. In this case, the nursing worksheet and a CHPS Training Document will need to be completed and sent to the CHPS NP. After review and approval, the nursing worksheet and training document will be emailed to the CHPS staff, cc'ing the Clinical Study Team coordinator. CHPS staff can contact study team with any questions. In this way, the CHPS staff is educated about the new study, with clear and few instructions, in a convenient and less time consuming manner for both the Clinical Study Team and CHPS staff.
9. The CHPS NP uploads the study's nursing worksheets and training document to CHPS SharePoint.
10. CHPS NP will send EPR to HUP Nursing Education to be uploaded.

Supersedes: In-Services, 03/2018, 11/1/2018, 3/15/2022

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