CHPS Start-Up Tool Kit

Required Tasks	Description	Hyperlinks
CHPS Application	If funded, please submit a CHPS application (IRB approval is not required to apply to CHPS).	Application https://www.med.upenn.edu/apps/chps-intake/
Research Billing Number (RBN)	A RBN must be created to place a scheduler request and link participants to the study in Epic.	Tip Sheet https://www.med.upenn.edu/ocrobjects/secure/library/RBN_Request_Tip_Sheet.pdf
Treatment Plan (Beacon)	If a medication will be administered at CHPS, whether by CHPS staff or PI, a Beacon Protocol Request Form must be completed. The Protocol Request Form must be submitted to bonnie.falconer@pennmedicine.upenn.edu for CHPS review prior to submission to the Beacon Team. The Protocol Request Form template is located on the CHPS website under "Research Nursing Core" → "EPIC/BEACON Info." CHPS In-service cannot be scheduled until Protocol Request Form is reviewed.	CHPS Research Nursing Core page, "EPIC/BEACON Information" section. https://www.itmat.upenn.edu/chps/epic-beacon.html
CHPS Nursing Worksheets	Worksheets will **not** be accepted for review if the CHPS template is not followed. <mark>Nursing worksheets take at least three weeks to be finalized and we strongly recommend starting them as early as possible, even if it is before IRB approval.</mark> Please submit worksheets to Kathlyn, kathlyn.schumacher@pennmedicine.upenn.edu. The template is located on the CHPS website under "Research Nursing Core" → "Nursing Tools." <mark>CHPS In-service cannot be scheduled until all worksheets for the study are approved/finalized by CHPS.</mark>	CHPS Research Nursing Core page, "Nursing Tools" section. https://www.itmat.upenn.edu/chps/nursing-tools.html
Sample Processing Instructions	If CHPS is processing research lab samples, Sample Processing Instructions are required. Submit to kathlyn.schumacher@pennmedicine.upenn.edu. Entire lab manual will not be accepted. Sample Processing Instructions are located on the CHPS website under "Research Nursing Core" → "Nursing Tools." CHPS In-service cannot be scheduled until Sample Processing Instructions are approved.	CHPS Research Nursing Core page, "Nursing Tools" section. https://www.itmat.upenn.edu/chps/nursing-tools.html
CHPS In-Service	An in-service must be held prior to scheduling the first patient. In-services are held Mon-Thurs at 2 PM. In-services can be scheduled only after beacon builds are reviewed and worksheets are approved.	N/A