Capacity Audit

Coordinator Name: Date:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Study Start- up** | **Multi- Site Network** | **Screening pts** | **Time in OR** | **Research Admin** | **Student Mentorship** | **IRB****Continuing Review** | **Query System** | **Meetings** | **Grant Management** |
| **Monday** |  |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |  |
|  |
| **Study Start-up** includes development of MTA, Biospecimen Collection and Shipping Training, Human Subjects Application, IRB submission, Essential Document Binder creation, VICTR application, working with FACTR |
| **Multi-Site Network** includes filling out source documents, data entry, collecting signatures, and follow-up work |
| **Screening patients** includes reviewing charts of patients scheduled in clinic and in the OR to assess eligibility for studies |
| **Research Administration** includes the Research Weekly Meeting, Research Weekly Report, website, and assisting when needed |
| **Student Mentorship** is time spent training and assisting med students |
| **Grant Management** includes searching for funding, assisting in grant applications, progress reports, and site visits |

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