GIM Research Leadership Meeting  
February 21, 2018 2pm-3pm  
GIM Conf Room 503

Attendees: Avi Alkon, Elizabeth Matteson Bechard, Cassie Bowman, Kathy Chmielewski, Ashley Cabacungan, Sarah Gonzales, Julie Miller, Iris Pounds, Megan Oakes, Jennie Riley, Catherine Stanwyck, Tara Strigo

General Topics

MRH https://myresearchhome.duke.edu  
- MRH has been updated – please use this to keep up to date with your trainings, IRBs and links to most commonly used Duke sites

GIM Resources Portal https://sites.duke.edu/giminternal/  
- We continue to update our site with the latest rules/policies/procedures for research, trainings, hiring, IRB, etc.  
- Please provide feedback to Tara on anything you’d like to add/revise

DGIM Weekly Newsletter  
- Encourage you to review the newsletter that comes out every Sunday afternoon  
- Includes important information on trainings, deadlines, GIM events, etc.  
- If you have any suggestions for content, please send to Tara or Clare Il’Giovine (GIM Communications Strategist)

DOCR Newsletter  
- Sign up if you haven’t already! (email: docr.help@dm.duke.edu)

Research Wednesdays  
- Sign up if you haven’t already! (email: docr.help@dm.duke.edu)  
- Go online to view upcoming topics and past recorded sessions and slides https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/docr-services-and-initiatives/projects/training-and-communications/research-wednesdays

Research Professionals Network  
- Sign up if you haven’t already! (email: docr-rpn@dm.duke.edu)  
- Go online to view upcoming topics and past recorded sessions and slides https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/docr-services-and-initiatives/projects/training-and-communications/research-professionals-network

GIM Moving?  
- Summer 2018 it is highly likely we will move – looking at space in the DCRI building downtown

Updates & News
Tiering for Research Staff Positions (CRC, CRNC, RC, RPL positions only)

- CRPWG was renamed to Workforce Engagement and Resilience
- First round has ended
- The next deadline to alert the single point of contact (SPOC) if interested in pursuing tier advancement is May 15, 2018.
- You (I suggest copying your manager – the person who does your performance evaluations/signs timecards/etc.) should send an email request including your name, DUID, email, manager name and email, to Elaine Dowdy, RPM in DOM CRU, who will serve as the single point of contact for the list of people that will be going up for advancement each period.
- Details are listed here: https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/docr-services-and-initiatives/projects/crpwg

Credentialing and Training Documentation

- Credentialing/training documentation has been built in LMS.
- There are two courses: CRNCs will need to complete both and CRCs will need to complete just one. ARPM for GIM, Tammy Bishop, will reach out to Tara for names, net id and the course(s) staff should take.
- Once a person has been enrolled, LMS will send a notification to staff alerting enrollment only – nothing to do yet in LMS.
- Tara will complete a face sheet to check off the list of competencies needed for each staff.
- All documents will be scanned and uploaded into LMS by the ARPM.
- For new staff, Tara will let Tammy know who they are so DOCR can enroll them.
- If you have already started this in paper form, please send the documents to your ARPM for them to scan and upload into LMS.

OnCore & iMedRIS

- OnCore – new online clinical research management system
- iMedRIS – new online IRB system
- Both of these are set to go live for Duke Health on April 9th. Dates for training are TBD.

RCR Training & SCAP

- Training must be completed by June 30 by all personnel engaged in research https://sites.duke.edu/giminternal/rcr-training/
- We can take the RCR CITI online course; attend an in-person workshop, or take an online self-assessment via LMS.
- We must also review and be aware of the DOM Science Culture & Accountability Plan (SCAP) as well as our own GIM SCAP. https://sites.duke.edu/giminternal/research/science-culture-accountability/
- We are looking to incorporate the review and acknowledgement of the SCAP documents in to the PEPs for all staff, and/or when hired for all staff.
- We are currently revising the GIM SCAP. More to come…

Protected Analytics Computing Environment (PACE) https://pace.ori.duke.edu

- Highly protected network space where you can analyze and work with identifiable PHI
• DEDUCE user accounts are only available in PACE
• Training in LMS

**BLS**
• Training March 12-16
  o Log in LMS
  o In the Learning Catalog Search box enter BLS30101 (Basic Life Support) and click search
  o Click Begin Registration
  o You must bring your Duke ID badge
  o You must have a 2015 AHA Healthcare Provider BLS Manual in hand for class – sharing is not allowed (Let Tara know if you are signing up so she can ask the CRU if we can borrow copies of the books)

**Other?**

**Reminders**
• Recruitment flyers in DUHS space are **only** to posted in enclosed or digital displays. (not bathroom stalls, doors, walls, etc.) (see below notes from our past meeting)

**Advertising for Studies**
The DUHS IRB must review and approve recruitment methods and content of advertising materials to ensure adequate subject protection. The IRB must review the information contained in all advertisements and the mode of their communication. Advertisements cannot be displayed or put to use until the IRB has approved the final copy of printed and electronic ads and the final version of audio/video tape recorded advertisements. As an additional layer of review, the Duke Health Office of Marketing and Communications must approve advertising style and format. The entire “Policy and Guidelines for Advertising (Subject Recruitment Materials)” is available on the DUHS IRB website. Additionally, you can contact both your IRB Board Specialist as well as the Recruitment Innovation Center with questions.

Regarding advertising placement within Duke Health facilities, Duke Health strictly prohibits the use of easels/posters and flyers (such as research recruitment advertising) in DUH and Duke South clinics. There are 17 digital signs in public areas throughout DUH and in strategic locations in Duke South Clinics that can be used for advertising purposes. The entire “Duke University Hospital Digital Signage” policy is available on the Duke Medicine intranet. Contact Antoinette Parker, communications director, for more info.
• Personnel are **not** allowed to use their Maestro Care access to view their own or their family/friends information.

**Changes to the Common Rule**

• Changes to the Common Rule, the primary rule regulating human subjects research, were scheduled to go into effect on January 19, 2018.
• Delayed until July 19, 2018 with the option for further delay.
• For Duke investigators and study teams, this means that the new continuing review schedule, exempt categories, and other changes in the rule will not go into effect until July 19 at the earliest.
• The DUHS IRB will continue to review research under the guidelines of the pre-2018 rule until the new rule is implemented. However, the IRB is still requiring that study teams use the updated consent and waiver templates available on the IRB website for new studies. These include the additional elements required under the new rule and will allow for an easier transition when the rule does go into effect. https://irb.duhs.duke.edu/about-us/irb-news/faqs-common-rule-changes

**NIH Announced New Forms-E Grant Application Forms & Instructions, Effective January 25, 2018**
• For more information on “Does your human subjects research study meet the NIH definition of a clinical trial” along with the forms, etc. visit: https://grants.nih.gov/ct-decision/index.htm