

Streamlining Investigator Training and Authorization

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BACKGROUND

The Huntsman Cancer Institute (HCI), an NCI-designated comprehensive cancer center, has over 120 physician investigators, 40 APC sub-investigators, and 550+ active clinical trials. To enhance efficiency in training and authorizing new investigators, we needed to identify and implement a more streamlined process to clearly outline training requirements, offer detailed instructions, and track training and authorization, including QA checks. We implemented a mechanism to track and document all required training for initial and ongoing completion.

GOALS

1. Compile all training requirements and platform links in one location with clear instructions for investigators in a Training Brochure.
2. To define and implement a streamlined, collaborative process for the training and authorization of all investigators involved in clinical research at HCI.
3. To create a detailed tracking system to capture training and expiration dates, and authorization status.



SOLUTIONS AND METHODS

Our new process was mapped out as follows:

1. CTO Training Administrator is informed of new investigators.
2. An introductory email and Training Brochure detailing training requirements and instructions are sent to the new investigators.
3. New investigators submit all necessary training documents to CTO Training Administrator for quality assessment and authorization.
4. Upon authorization, CTO Training Administrator notifies relevant stakeholders, initiating subsequent steps:
 - NCI investigator registration/transfer and NCI CTEP access
 - Training and delegation on relevant clinical trial research group portfolio
 - Creation of accounts for Clinical Trials Management System (CTMS) and Adobe Sign
 - New investigator training and orientation conducted by CTO Medical Director (for physicians) and 'How to be a Principal Investigator' workshop.
5. Throughout the process, a detailed spreadsheet tracks the completion dates of required training and investigator authorization status.

OUTCOMES

Implementing our streamlined process, enhanced by improved communication, quality checks, and documentation to track investigator training and authorization progress, has significantly improved efficiency and compliance in onboarding new investigators at HCI.

LESSONS LEARNED AND FUTURE DIRECTIONS

We will continue to utilize this process as we search for ways to further refine and automate.