**Description:** When the OnCore Calendar Team has released your study's calendar and/or budget in OnCore, you will get a notification that includes a request that you perform a quality check on your calendar.  The following checklist will help guide you through the areas to review.

**Audience**: Primary Study Coordinators Management Group Supervisors

## **Treatment Arms**

[ ]  Navigate to  **Menu > Protocols >  PC Console > Treatment > Details**

[ ]  Are the treatment arms designed correctly? (ref: Calendar Build Notes and Protocol)

[ ]  Are the modalities, drugs, and devices listed appropriately?

***Comments: Click or tap here to enter text.***

## **Segments**

[ ]  Navigate to **Menu > eCRF’s/Calendars > Specifications > Treatment Visits**

[ ]  Are the segments created properly per the protocol/SOE?

[ ]  Take note of the triggers used for each segment. If there are questions regarding the triggers, please use the comments section below.

[ ]  Is the duration of the segment appropriate? Are the correct number of repetitions present? Are the visits enumerated properly? Is the correct interval used in follow-up?

[ ]  Are the correct arms placed appropriately on each segment?

***Comments: Click or tap here to enter text.***

## **Procedures**

[ ]  Navigate to **Menu > eCRF’s/Calendars > Specifications > Calendar**

[ ]  Are all procedures present on the calendar?

[ ]  There may be procedures on the calendar that are not on the Schedule of Events. These procedures are added to meet certain budget requirements, or were found elsewhere in the protocol.  See Calendar Build Notes for clarification on the added procedures.  If there are questions regarding any added procedures, please use the comments section below.

***Comments: Click or tap here to enter text.***

## **Footnotes**

[ ]  Navigate to **Menu > eCRF’s/Calendars > Specifications > Calendar**

[ ]  Are all footnotes correct, and present on the calendar?

[ ]  There may be footnotes on the calendar that are not on the Schedule of Events. See Calendar Build Notes for clarification on the added footnotes.  If there are questions regarding any added footnotes, please use the comments section below.

***Comments: Click or tap here to enter text.***

##  Visits

[ ]  Navigate to **Menu> eCRF’s/Calendars> Specifications> Calendar**

[ ]  Are all necessary visits present on the calendar with the correct tolerances?

[ ]  Are all procedures allocated to the correct visits?

[ ]  There may be visits on the calendar that are not on the Schedule of Events. See Calendar Build Notes for clarification on the added visits.  If there are questions regarding any added visits, please use the comments section below.

[ ]  Preview the calendar to make sure the visits line up correctly by selecting the *preview calendar* option in the top right corner of the OnCore calendar screen. Remember that you can view a specific arm or group of the study by selecting the desired arm in the arm drop down field in the top right corner of the OnCore calendar screen.

***Comments: Click or tap here to enter text.***

## **Need Help?**

If you would like to meet with OnCore Support and/or the Calendar Team to walk through your study, do not hesitate to [Request a Consult.](http://ctsi-clinicalresearch-a2.sites.medinfo.ufl.edu/oncore/oncore-support/calendar-support/)

If you have any questions or concerns about your calendar, contact us via OnCore-Support@ahc.ufl.edu or Oncore-Calendars@ahc.ufl.edu.