PLACE A SUBJECT ON STUDY

Description: Study subjects are registered to protocols in OnCore to facilitate subject visit tracking, sponsor invoicing, and enrollment reporting. This tip sheet gives instructions for placing a subject “On Study”.

Audience: Study Team members who are responsible for entering subject data in OnCore.

PLACE THE SUBJECT ON THE STUDY

If you are not already in the subject’s record, navigate to Menu > Subjects > CRA Console, select your protocol and then the blue hyperlink MRN of your subject.

1. Click on the On Study vertical tab. Click [Update] if needed.

2. For non-oncology studies in the Academic Heath Center library, enter the following REQUIRED data fields in the top Subject On Study Update table:
   - Sequence No. <per your sponsor or SOP>
   - On Study Date
   - Zip at Registration <New Requirement!>

3. For oncology studies in the Oncology library, enter the following REQUIRED data fields in the top Subject On Study Update table:
   - Sequence No. <per your sponsor or SOP>
   - On Study Date
   - Disease Site
   - Disease Site Group
   - Zip at Registration

4. In the Subject Staff table at the bottom, enter the staff assigned to this subject. Example:
   - Role: Primary Study Coordinator
   - Staff Name:
   - Start Date:

   NOTE: You can click the [Team] button to see all staff members assigned to this study and select from the list.

5. Click [Add] and Click [Submit].