



TREAT

-MS

Review: Onboarding New Study Team Members

CAROLYN KOCH

Onboarding new study team members

First steps for all new study team members:

- Email Sandi Cassard or Carolyn Koch to let the JH team know about new personnel
- New personnel should please register for an account on TREAT-MS website:
 - Go to <https://treat-mstrial.org/>
 - ***Once registered, you should be able to log in immediately***
 - ***Navigate to the Training section***



Onboarding new study team members

Training steps to complete:

- ✓ Good Clinical Practice (GCP) certification – **ALL study team members**
- ✓ 'TREAT-MS Protocol' website module – **ALL study team members**
- ✓ 'EDC Basics' website module – **unblinded/data coordinators; regulatory specialists**
 - ✓ This is required in order for us to provide new coordinator with EDC VISION database access
- ✓ MSFC/LCVA/SDMT website videos/attestation – **blinded MSFC examiners**
- ✓ EDSS (*Neurostatus certificate, or note from PI that personnel has EDSS training from another study*) – **blinded EDSS examiners**

Onboarding new study team members

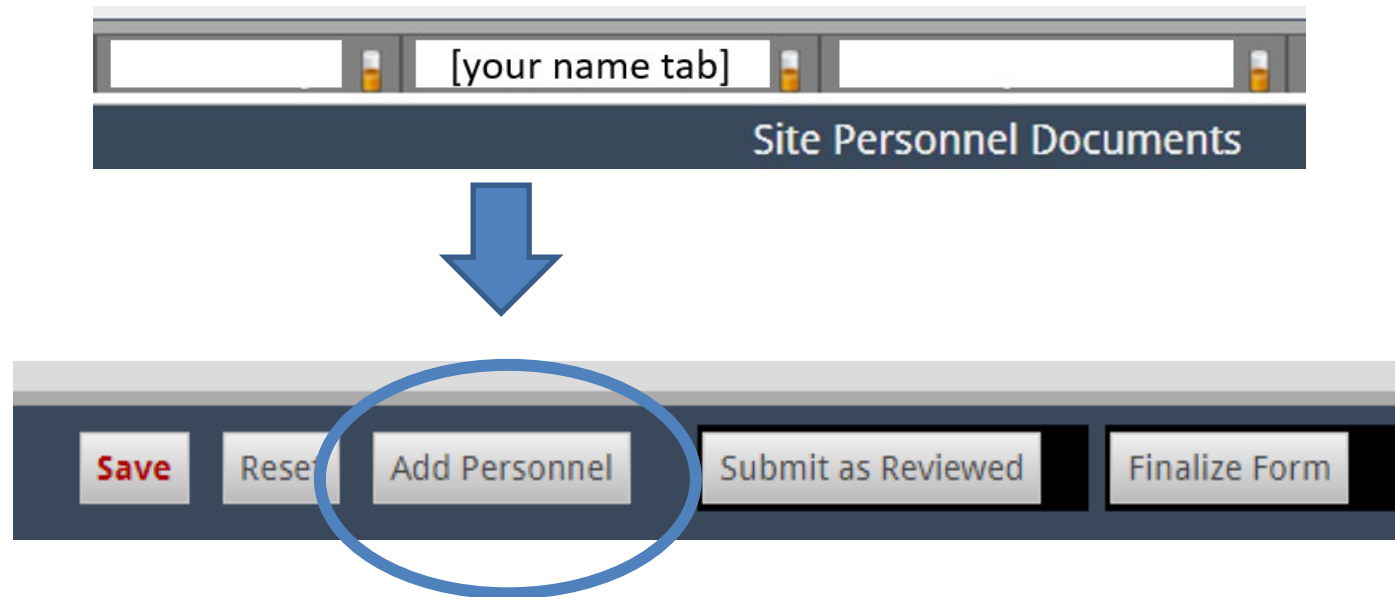
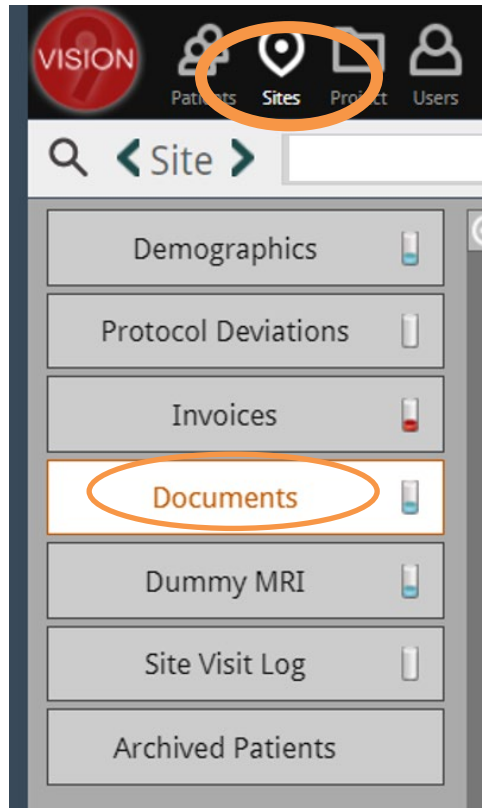
What's next after training:

- ✓ **Create new personnel tab in VISION for new study team member**
(covered in next slides)
- Email Sandi Cassard or Carolyn Koch so we can provide a new coordinator with **EDC VISION database access** (if applicable)
- Email Sandi or Carolyn with any **additional questions** about training requirements, onboarding, or uploading certificates to the new personnel tab

Onboarding new study team members

Creating personnel tab in VISION:

- Navigate to the Sites menu, and click 'Documents'
- From your personnel tab, click 'Add Personnel' button



Onboarding new study team members

Creating personnel tab in VISION:

- Fill out info on this page for new study team member
- When you check the boxes for their role, the correct documentation slots will populate
- Upload GCP/Protocol trainings, and (as applicable) EDC VISION/MSFC/EDSS documentation
- As always, hit 'Save'!

personnel | Communications | Other Docs

Site Personnel Documents

Enter title of personnel:

Enter name of personnel:

Enter email of personnel: (if email is not already in Vision)

Responsibilities: All: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17.

Hover over checkbox for description; click Save to apply selection

#	Document Type/Description	Status	First Data	# Rev	Comments	Submitted By/Date	Upload/Download	Check and Save To Delete	Verified
4	GCP Human Subject Training	<input type="text"/>	Date Completed <input type="text"/>	1	<input type="text"/>	<input type="text"/>	Choose File No file chosen Click <input type="text"/>		<input type="checkbox"/>
5	Site Enrollment Activation Notice	<input type="text"/>	Date Sent <input type="text"/>		<input type="text"/>	<input type="text"/>	Choose File No file chosen Click <input type="text"/>		<input type="checkbox"/>
6 +/-	EDC Training Certificate	<input type="text"/>	Date Trained <input type="text"/>	2	<input type="text"/>	<input type="text"/>	Choose File No file chosen Click <input type="text"/>		<input type="checkbox"/>
8	Protocol Training Certificate	<input type="text"/>	Date Trained <input type="text"/>	1	<input type="text"/>	<input type="text"/>	Choose File No file chosen Click <input type="text"/>		<input type="checkbox"/>

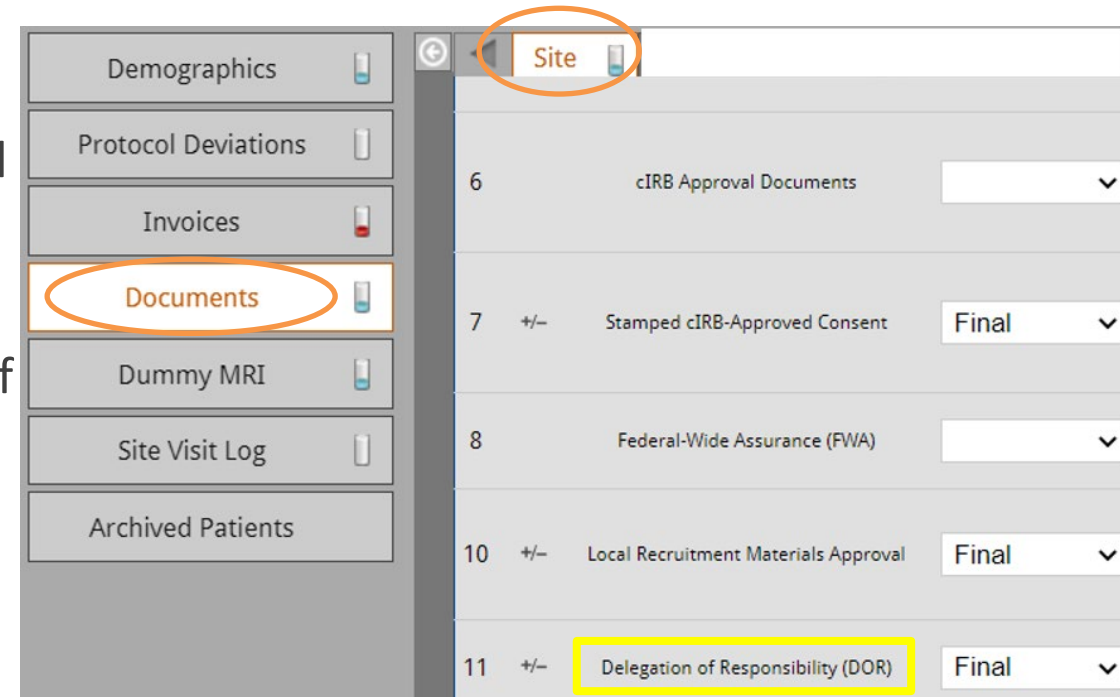
Onboarding new study team members

Additional reminders:

*Please update your site's **DOR log** with any new personnel



*When training new TREAT study team members, please share with them the latest versions of the Manual of Operations and Procedures (MOP) and MRI manual – [both available on the TREAT website](#)



Please remember that EDSS/MSFC examiners must be blinded to the DMT and randomization of the TREAT patients for whom they are conducting exams!

Onboarding new study team members

*Please remember that you are responsible at the site level for training incoming study team members on TREAT protocol / visits / data entry

*Please reach out to Sandi Cassard or Carolyn Koch with any questions!

