

Glasgow Clinical Trials Unit Guideline

Form number	57.010B	Version	2.0
Title	GCRF Planning Meeting Process		

Annually:

Planning Meetings will be arranged and booked into the GCRF Outlook Calendar. They will be attended by Clinical Research Manager, Lead Nurse and Admin Manager. Nurse management should attend along with specialty Project Assistant (PA). Each nurse manager will receive a diary invite with a Microsoft Teams link.

The planning meetings will be arranged every 2 weeks (depending on availability) for the following specialties:

- Primary Care
- Mental Health
- Ophthalmology
- ED
- Renal
- GI
- Obstetrics, Gynaecology, Neo-natal
- Paediatrics
- Neurology
- Critical Care
- Surgical
- Glasgow Royal Infirmary
- Cardiovascular
- Respiratory
- Diabetes

Monthly:

The Admin Manager will create the planning meeting report, saved in relevant folder of the shared drive.

Research nurse managers should add any pipeline studies (that don't yet have enough information to complete Form 57.010A and be recorded on EDGE) onto the planning meeting report template. These studies will then be merged with each individual report on the day of the planning meeting.

Prior to the meeting nurse managers and their PAs should check their reports adding any notes that are required. Any missing fields should be updated on the report and on EDGE – these will be highlighted in yellow. From the missing fields it should be possible to see which of the studies are missing their study support forms and risk assessments.

At the meeting:

PAs and admin manager should make notes – either directly on EDGE on a laptop or by hand and entered retrospectively. These should be added to EDGE at red level under the notes tab and the heading planning meeting.

After the meeting:

PA's should add any notes and comments to red level on EDGE.

The Admin manager will send report to pharmacy team post meeting, and follow-up with the Information Manager with any actions.

On occasion pipeline studies may be discussed and involvement requested on EDGE. Form 57.010A must be submitted to ggc.gcrfstudysupport@ggc.scot.nhs.uk and confirmation study involvement already requested should be detailed in the email.

Form signatories

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Document history

Version	Date	Description
1.0	21/05/2018	First release
2.0	04/01/2024	Changes to process and meetings