

BROOKHAVEN NATIONAL LABORATORY CLINICAL RESEARCH CENTER POLICY SUBJECT: CRC Manager	CRC POLICY 1.2.2	PAGE 1 OF 1
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1.0 POLICY

The Medical Department Chairperson as part of his/her responsibility to the BNL Director to provide clinical support and oversight for studies involving human subjects, will appoint, a CRC Manager to provide line management for the operation of the CRC.

2.0 BACKGROUND/QUALIFICATIONS

The CRC Manager position shall have the following qualifications:

- Minimum of a bachelor degree or appropriate experience in a related field.
- Knowledge of BNL and Medical Department contractual and financial policies and procedures.
- Knowledge of Department of Energy, National Institutes of Health, BNL and Medical Department policies and procedures regarding human subject protection in clinical research.
- An understanding of Joint Commission on Accreditation of Healthcare Organization (JCAHO) for Ambulatory Care Facilities policies and required procedures.

3.0 REPORTING STRUCTURE

The CRC Manager reports directly to the Medical Department Chairperson.

4.0 RESPONSIBILITIES

- 4.1 Maintain and promulgate the policies and procedures governing the conduct of clinical (human subject) research at BNL.
- 4.2 Supervise the activities of the administrative support staff of the CRC.
- 4.3 Serve on Department committees as required.
- 4.4 Implement the CRC procedures.
- 4.5 Oversee operation of the CRC to ensure subject protection, safety, and satisfaction.
- 4.6 Monitor infection control and preventative maintenance programs.
- 4.7 Oversee CRC Pharmacy operation.
- 4.8 Monitor Clinical Staff training and qualifications.
- 4.9 Maintain currency with Federal Guidelines, JCAHO Requirements and Laboratory Policies.
- 4.10 Coordinate CRC inspections, reviews and surveys.

The only official copy of this file is the one online on the Medical Department website under "Clinical Research Center Policy Manual." Before using a printed copy, verify that it is the most current version by checking the document effective date on the website.