



MVCR's Medical Director, Ronald Mayfield, MD, requests that all monitor follow-up letters be received at our site within 2 weeks of your visit so any issues can be addressed in a timely manner.

## **Monitor Guidelines**

**We look forward to working with you** and hope these guidelines ensure a more efficient use of your time and ours during your monitoring visit. Due to our current study volume and increased patient visit schedule, we ask that you adhere to the following guidelines.

**Please try and schedule** your next RMV at each visit. This will allow us to adjust our schedule accordingly and give you adequate time during your visit with us. Also, please give us advance warning if you will be bringing a co-CRA or manager with you so we can accommodate everyone comfortably.

**The Quality Assurance Coordinator** is considered a monitor liaison. If you have any questions please direct them to him/her. The Quality Assurance Coordinator will take care of all CRF/EDC corrections. If needed, the Quality Assurance Coordinator will delegate source corrections to the appropriate medical staff member.

**The Regulatory Coordinator** is responsible for Regulatory and IRB questions (e.g. Site Delegation Logs, Enrollment Logs, & etc.). She/he will also be available to assist you.

**We ask that Monitors** do not walk to the back offices or exam rooms as we want to maintain privacy for our patients. If you need to talk with a Study Coordinator, please ask the front office for assistance. Study Coordinators see patients during the morning hours & may not be available to assist you until the afternoon. We appreciate your patience & understanding with this matter.

**For your convenience**, there is a fax/copier machine available to you located in the front office. You are welcome to utilize this machine as needed, but we do ask to please keep copying to a minimum and to only make copies concerning our site.

### **Daily Schedule:**

- **Monitoring Visit: 8:00 a.m. – 4:30 p.m. (M-TH)**
- **The office will be closed for lunch between the hours of 12:00-1:30. Study Coordinators and Data Coordinators assigned to your study will not be available during this time.**