Adding Subject Staff:

Subject staff should be added at the same time as the patient is put On Study.

Navigate to the Subject Console, select your subject if you have not already done so, and click the On Study vertical tab. Select the Role, Staff Name, and Start Date for the staff member, then click “Add.” To select members who are already assigned as study staff, click the “Team” button.

First, choose the Treating Physician. Then select the coordinator for the study. If you need to designate other coordinators as backup, that happens elsewhere in the system; please email us at oncore@gwu.edu to set this up.

When adding subject staff, list the coordinator responsible for the study rather than the one who consented the patient (assuming they are different). Do not list the coordinator(s) serving as backup. Be sure to select “Clinical Trial Coordinator” as the role.