

From the September 18th RESCUE Meeting

**RE**search **C**oordinators **U**nited in **E**xcellence  
**Newsletter**

**RESCUE on the Road for today is the Virtual Patient Study,  
with Dr. Scott Lind.**

**Announcements**

**Kim Koss, OHRP**—Welcomed Tammy Murrell from SPA, and announced that Tammy had been promoted to Director of Post Award Services. Wendy Arbuckle had previously been the Director, and had resigned. Tammy was promoted from within, having been with Sponsored Program Administration since 2001.

**Also, the importance of SOPs were discussed** . The FDA had made a site inspection for a research study, and the second question they asked was for the Study and Site SOPs (standard operating procedures.)

**Coordinator University is scheduled for Monday-Friday, October 5-9, 2009.** If you know of any new employees who would benefit from attending, please forward their names to Kim Koss at [kkoss@mcg.edu](mailto:kkoss@mcg.edu).

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# September Top Ten

## Top 10 Facts about Standard Operating Procedures (SOPs)

1. SOPs are simply “**how we get things done.**” They are written documents that contain step-by-step instructions for specific tasks, projects, work processes, etc.
2. SOPs serve as **training documents** for new employees, by walking them through processes and systems within their scope of responsibilities.
3. SOPs ensure **study consistency** (Processes are compliant, safe, efficient and also provide a level of quality control.)
4. **Departmental consistency** with SOPs (Procedures ensure that the department operates efficiently within itself, for all of the reasons stated in #3)
5. They are key to successful “**transitioning of responsibilities**” within department when **employees exit** and/or when **employees are “on leave”**, i.e. vacation, sick, maternity, etc.
6. SOPs provide a good **historical documentation of the processes** that have been used, and when modifications and/or revisions occurred. (Make sure you keep all previous SOPs.)
7. SOPs serve as a reliable tool and **checklist during the audit process.**
8. **SOPs are YOURS** – follow any format that works for your department.
9. SOPs **don’t have to be approved** by anyone outside of your department.
10. The Office of Human Research Protection’s (**OHRP**) **website has information on SOPs** and some existing SOPs that you can tailor for your department. You can find these on the OHRP website,

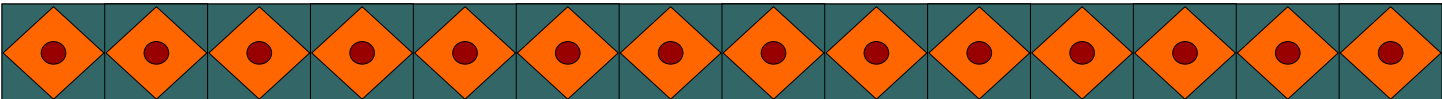
MCG Home Page

select Research

select Office of Human Research Protection

Select Policies and Procedures, then select Standard Operating Procedures

Select SOP #1



# Tour of the Virtual Patient Lab



Digital Animated Avatar, or DIANA, is a virtual reality character projected life-size onto a wall in the Medical College of Georgia Virtual Education and Surgical Simulation Laboratory

**Next RESCUE is October 16<sup>th</sup>**  
**“Healthcare Literacy in Research”**  
**Gayle Bentley, DNP, RN**

**October is National Healthcare Literacy Month**