# Time and Task Tool for Study Coordinator Effort

## Assumption of Hours per Visit:

<table>
<thead>
<tr>
<th>1-Hour</th>
<th>2 - Hours</th>
<th>3 - Hours</th>
<th>4- Hours</th>
<th>5-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit may include - Adverse Event's (AE's), Conmed Review &amp; Phone Assessments</td>
<td>Visit may include – AE’s, Conmed Review, Consenting &amp; Coordinating Rsch Labs</td>
<td>Visit may include – AE’s, Conmed Review, Consenting, Coordinating Rsch Labs, Kit Prep &amp; QOL’s</td>
<td>Visit may include - AE’s, Conmed Review, Consenting, Coordinating Rsch Labs, Kit Prep, QOL’s, Providing and/or Administering Study Drug, Education &amp; Lab Draws</td>
<td></td>
</tr>
</tbody>
</table>

## General Administrative Assumptions:

**General Administrative Duties include but not limited to:**
- Copies
- EDC Training & Certification
- Effort Reporting & Certification
- E-mails
- Faxing
- Filing
- Lab Kit Ordering/Storage/Content Verification
- Marketing/Advertising Development
- Monthly Communication with PI
- Sponsor Correspondence
- Staff Education/Training/In-Service Staff
- Training Coverage Partners

**Monitor Fee Assumptions:**
- Monitor visits q 7 weeks = 7.5 visits @ 2 days/visit (prep & sitting with Monitor) = 16 hours/visit = 120 hours
- Monitor Changes: assume 2 changes/year = 20 additional hours.
- Front load an additional 40 hours per year = 180 hours total.

**Per Patient Administrative Duties post study enrollment include but not limited to:**
- Billing Inquiries from Patients
- Billing Resolution Form
- Central Pathology Submissions
- Central Radiation Therapy Submissions
- Central Radiology Submissions
- Device/Drug Accountability
- Maintain Patient/Studies Database
- Mini-Registration Request
- Monthly Charge Review
- Patient Transportation
- Pre-Cert Form
- Pre-Screening/Recruitment
- Procurement of Medical Device(s)
- Research Flag Request
- Travel Reimbursement/Remuneration

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Revised 11/8/2010

Assumptions