Expediting the On Boarding Process for UA Researchers in Tucson

Clinical Trials Senior Manager: Laura Wilkes
Collaborative Activities with Banner

• Current CRC’s in Tucson requesting monitor access
  – They are doing great!
  – We have the process formalized
  – They send me everything at one time
    • CAR form
    • Monitoring request form
    • I rarely have to request something additional
Collaborative Activities with Banner Health – (Cont’d)

• General Knowledge on the Banner process
  – If they are returning study monitors I send directly to Ellisha Flores
    • Ellisha reactivates the Cerner accounts for the monitor
    • Ellisha builds the patient list in Cerner
  – If they are new study monitors
    • I will request VEN ID’s
    • I will request Cerner for the first time users
    • Then I send to Ellisha to build the patient list

  – IT has promised a 14 day turnaround
Onboarding: New/Current Employees and Students

- We might need to revisit this process
- To expedite the process employees need more guidance before they come to me.
- They need assistance and direction from their supervisor.

- [https://research.uahs.arizona.edu/clinical-trials/cerner](https://research.uahs.arizona.edu/clinical-trials/cerner)
  - Banner: Cerner, Huron
  - Click CTMS, Security Badges (on the left side)
  - Cerner Training and Access
Collaborative Activities with Banner Health – (Cont’d)

In Tucson

• Computer Access Request Form (CARS)

• *Miscellaneous Cerner Applications Request Form*

• Cerner training
  – In Person training

• Requests can take up to 14 days
Sample of Requests

• I am a second year pharmacy student at the University of Arizona. On 9/16 I attended a training course for Cerner read-only access with Sharon Beall in anticipation of a quality improvement project that I will be involved in with Banner through the University of Arizona. I have not yet received Cerner login information and am reaching out to check on my ID status. When do you anticipate that I will receive this information? Please let me know if there is anything else I should do.

• We have a new student research assistant at the Cancer Center that needs Cerner training. Can you tell me how to register him and the available days/times? Here is his name/contact info:

• I attached you to an email with the certifications I received via the course. Catherine informed me to send you an email as well. I am not sure what the next steps are so please let me know.
Please provide the following information for New/Current Employees or Student Researchers needing Ven ID’s – Cerner - Miscellaneous Cerner Applications

<table>
<thead>
<tr>
<th>Name of New or Current Employee or Student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name they go by</td>
</tr>
<tr>
<td>If student, how long will they be working on the project?</td>
</tr>
<tr>
<td>If Employee:</td>
</tr>
<tr>
<td>Do they need a Vendor (VEN) ID?</td>
</tr>
<tr>
<td>If no, what is their VEN ID?</td>
</tr>
<tr>
<td>Current Email address</td>
</tr>
<tr>
<td>Direct Phone number</td>
</tr>
<tr>
<td>Complete physical address where they will be working</td>
</tr>
<tr>
<td>Name of Supervisor</td>
</tr>
<tr>
<td>Supervisor email</td>
</tr>
<tr>
<td>Supervisor direct phone</td>
</tr>
<tr>
<td>Complete physical address where they work</td>
</tr>
<tr>
<td>Has the requester competed the CARS form in its entirety?</td>
</tr>
<tr>
<td>Is it Legible?</td>
</tr>
<tr>
<td>Please email CARS form with this form</td>
</tr>
<tr>
<td>Have they received Cerner Training</td>
</tr>
<tr>
<td>Date of Training:</td>
</tr>
<tr>
<td>If requesting additional Cerner privileges:</td>
</tr>
<tr>
<td>• Do you know the correct name of the application you need:</td>
</tr>
<tr>
<td>• What will you be doing when working in this application:</td>
</tr>
<tr>
<td>• Is there someone to model your request after?</td>
</tr>
</tbody>
</table>

Please email completed form to Laura Wilkes at Laura.Wilkes@Bannerhealth.com
Termination of Employees

**Very Important**

- Please email me the name of all employees or students that have been assisting with research projects when they terminate.

- Per HIPAA Guidelines - All Cerner access must be terminated when leaving.

- You must inform us!
Contact Info

• Banner Research– Tower 2, 10th FL, T10-001
  – Next to Transport Elevators

• Laura Wilkes
  – Laura.Wilkes@bannerhealth.com
  – (602) 839-3266

• Fax: (602) 839-5441
Questions?