

**To:** Principal Investigators and Lead Research Associates

**From:** Lynne Suhayda, RN, MEd  
Director, Clinical Coordinating Department  
NRG Oncology Pittsburgh

**Date:** January 25, 2019

**RE:** Clinical Coordinating Department (CCD) 800-line coverage during the NRG Oncology Meeting in Phoenix, Arizona

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Please note that the CCD nurses will be **traveling on Thursday, February 7<sup>th</sup>** to the NRG Oncology Meeting in Phoenix, Arizona. The CCD nurses will be attending meetings on Friday, February 8<sup>th</sup> and will **return to the office on Monday, February 11<sup>th</sup>**. The nurses' availability to answer questions during this time will be very limited, therefore, please follow these guidelines for calling the CCD's clinical 800-line (800-477-7227) on **Thursday, February 7<sup>th</sup> and Friday, February 8<sup>th</sup>**.

- If your question can wait until **Monday, February 11<sup>th</sup>**, please call **Monday** when the CCD nurses have returned to the office.
- If you have a question that **must** be addressed on the days noted above, leave a detailed voice mail message and your phone number with area code. (We will not be able to respond to a pager, therefore, *please do not provide pager numbers.*) Questions will be answered **intermittently** by the CCD Nurses on **Friday, February 8<sup>th</sup>**.
- Questions sent to either of the CCD email addresses ([ccd@nsabp.org](mailto:ccd@nsabp.org) or [ccdPGH@NRGOncology.org](mailto:ccdPGH@NRGOncology.org)) during this time period may not be answered until **Tuesday, February 12<sup>th</sup>**.

**Please communicate this information to the appropriate personnel throughout your NRG Oncology Network.**

Thank you for your cooperation!