IROC Imaging Site Roster Initiative

Form Completion Guide

2017

Form Web link: https://quic.acr.org/Pages/Login.aspx
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Introduction to IROC Roster

• In December 2016, CTSU announced the IROC integration project and the Provider Association Tab application.
  – Announcement is included at the end of this slide deck.
• Providers are the facilities that work with NCTN enrolling sites to provide radiation therapy (RT), diagnostic (IMG) or both (RTI) services for protocol patients.
• Providers will be listed on a new roster in development known as the IROC Roster.
• Once the IROC Roster is implemented, enrolling sites will be able to link RT, IMG, and RTI provider facilities to their site in RSS.
• This will replace adding personnel at provider sites to enrolling site rosters.
  – Enrolling sites will be able to link multiple providers and have them available for different patients.
Purpose of IROC Roster

• A facile way to link to multiple providers and customize access to patients at a provider level

• Personnel at facilities providing services to multiple enrolling sites will not need to be on every enrolling site roster

• Applicable personnel on the IROC Roster will have TRIAD User roles

• A streamlined process for radiation and imaging credentialing requirements
Form Completion Tips: Time Commitment

• Estimated time to fully complete and submit this web-form is 10mins.

• While the web-form does not permit saving a partial completion and returning later to finish, the web-form never times out on a user. If you get interrupted, you can minimize the web-page and finish your data entry at a later time.
Form Completion Tips: Reference List

• If any term used or question asked in the web-form is unclear to you, refer to the reference list at the end of this guide.

• The reference list includes definitions and links for searching out your site’s information when needed.

• If anything remains unclear after consulting the list, contact a member of the assistance team on Slide #.
Form Completion Tips: Mandatory fields & Prompts

- A red asterisk * next to a field name indicates that field is mandatory completion.
- Throughout the form, tool tips present on some fields to provide you prompts on their format and completion. To view these, hover over a field with your mouse and the tip will pop-up to the right of the field.
Form Edit Checks

• If a mandatory field is not completed or a field completed incorrectly, upon trying to advance to the **Next Page**, an error message will populate at the top of the current page and the field(s) in need of correction will highlight in pink.

• Make necessary corrections to the affected field(s) and click **Next Page** again.
Form Navigation

• At the bottom of each form page, you have the option to advance to the **Next Page** once data entry is complete or return to a **Previous Page** to re-review and/or edit prior entries.
Accessing Survey

• Visit URL https://quic.acr.org/Pages/Login.aspx
Accessing Survey

- There is no need to log-in to the site.
- Click “IROC Site Survey” tab on the left-hand side of the home page screen and you will be taken to form.
IROC Roster Web-form Completion

Page-by-Page Guide
IROC Imaging Site Survey: Overview

• This web-based form consists of five sections:
  – Site Information
  – Site Information Continued
  – Imaging Site Administrator
  – Imaging Site Information
  – Comments
IROC Imaging Site Survey: Overview

• The form pages and page content that present to you for completion adjust based on answers you provide to earlier sections.
• Therefore, some fields mentioned in this guide may not present to you and that’s OK. Simply skip around this guide as needed to assist you in form completion.
IROC Imaging Site Survey: Assistance

- For any questions or form completion assistance, please contact:
  - Christine Davis
  - IROC Philadelphia
  - crdavis@acr.org
  - Lindsey Dymond
  - IROC Philadelphia
  - ldymond@acr.org

- Alternatively, you can record questions and/or comments in a dedicated section at the end of the form. The IROC Imaging QA Center administration will review those and contact you if needed.
Form Page 1: Site Information

This page collects information on who is submitting the form for your site and information on your site.

• Enter the Name and Email Address of the individual submitting the form for your site (free-text)
• Enter your Site Name (free-text)
• Indicate your Site Role (definitions below; multi-select check boxes)
  – Enrolling Institution: Your site enrolls / registers patients to NCTN clinical trials regardless of where those patients are treated or imaged.
  – Imaging Site: Your site performs clinical imaging on patients for NCTN trials regardless of where those patients are registered or treated.
  – Other, specify: Your site is neither an Enrolling Institution nor Imaging Site per definitions above.
Form Page 1: Site Information

Screen Shot

IROC Imaging Site Survey

IROC, CTEP and CTSU are creating a new NCTN Member Roster for Imaging and Radiation Therapy Facilities participating in Network trials. This new roster will include Imaging and Radiation Therapy Facilities at non-enrolling sites as well as those at enrolling site institutions.

Survey Submitter Information

First Name *

Last Name *

Email Address *

Site Information

Site Name *

Site Role *
- Enrolling Institution
- Imaging Site
- Other, specify

Global Leaders in Clinical Trial Quality Assurance
Form Page 1: Site Information
This page collects information on who is submitting the form for your site and information on your site.

• If an Enrolling Site, enter your **CTEP ID** *(free-text)*
• If an Imaging Site, enter the **CTEP ID** or **Name of Enrolling Site** from which your patients are referred for imaging *(free-text)*
• Check off the NCI NCTN Therapy Group(s) in whose trials you participate *(multi-select check boxes)*
  – **Unknown** and **Not Affiliated** options are available
• When all fields completed, click **Next Page** button at bottom of screen.
Form Page 1: Site Information

Screen Shot

Enrolling Site: CTEP ID (5 digits for Canada/US)

Must be between 5 and 6 characters. Currently Used: 0 characters.

Imaging Site: CTEP ID(s) or Name of Institution(s) from which your patients are referred

Site's NCI NCTN Group Affiliation *

- Alliance
- CCTG
- COG
- ECOG-ACRIN
- Not affiliated with any NCTN group
- NRG
- SWOG
- Unknown

Next Page
Form Page 2: Site Information Con’t

This page collects information on your site.

• For patients in NCTN clinical trials, indicate where their imaging is performed (multi-select check boxes):
  – At your site, Outside your site, or Both by checking both boxes

• For patients in NCTN clinical trials, indicate how imaging is submitted to your IROC Imaging QA Center (multi-select check boxes):
  – By your clinical research associate
  – By your radiology group
  – By your imaging site(s)

• When both questions completed, click Next Page button at bottom of screen.
Form Page 2: Site Information Con’t
Screen Shot
Form Page 3: Imaging Site Administrator

This page collects information on who will manage NCTN trial subject imaging collection and submission for your site as well as CTSU roles and TRIAD account management.

• Enter **Name** and **Email Address** of individual at your site selected to be your Imaging Site Administrator for NCTN Trials *(free-text)*
  
  – **Possible roles and responsibilities of this individual to prompt your thought of who to identify:**
    
    • Individual will be primary point of contact for NCTN trial imaging collection and submission.
    • Individual will be responsible for distribution of CTSU roles and management of TRIAD accounts.
    • An individual knowledgeable/familiar with the National Clinical Trials Network and associated systems.
    • An individual who works closely with your imaging site’s enrolling institution(s).

• If known, for the person identified above, enter their CTEP-IAM Account Number *(free-text)*
Form Page 3: Imaging Site Administrator Screen Shot
Form Page 4: Imaging Site Administration

This page collects information on the site(s) that will be performing and/or submitting NCTN trial subject imaging.

• Enter **Imaging Site Name** *(free-text)*

• Enter **RTF Number** of Imaging Site named above, if known *(free-text)*

• Enter **Email Address** of a contact at the Imaging Site identified, if available *(free-text)*

• Enter **Street Address** of Imaging Site identified *(free-text; drop down menu for Country)*
Form Page 4: Imaging Site Administration

This page collects information on the site(s) that will be performing and/or submitting NCTN trial subject imaging.

• Indicate if the Imaging Site identified is part of a **Network** of imaging sites *(radio button Yes or No)*

• If Yes, enter **Network Name** *(free-text)*

• If you’d like to enter information on more than one Imaging Site, click **Yes** under the “**Add another site?**” field. A second information block will present for completion.
Form Page 4: Imaging Site Administration
This page collects information on the site(s) that will be performing and/or submitting NCTN trial subject imaging.

• You can add information on as many additional imaging sites as you’d like. Simply keep selecting Yes under the “Add another site?” field for any many sites as you’d like to record.

• When all fields completed, click Next Page button at bottom of screen.
Form Page 4: Imaging Site Administration Screen Shot
Form Page 5: Comments

This page collects free-text additional comments.

• You’ve reached the end of the IROC Imaging Site Survey and this is an optional page to record any additional, free-text comments you feel pertinent.

• You can record additional information about your site or, ask any questions to the administrators of this IROC Imaging Site Survey and a member of our team will get in touch with you.
Form Page 5: Comments

Screen Shot

• When comments recorded or no comments to be made, click **Submit** button at bottom of screen.
Form Submission Confirmation

• After clicking **Submit** on Page 5, with all previous pages successfully completed, you will see this **Confirmation Page**.

• With this, your site’s IROC Imaging Site Survey has been **successfully submitted** and is under review by IROC Imaging QA Center Administration.
## Resources:
### Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTEP-IAM</td>
<td>Cancer Therapy Evaluation Program-Identity and Access Management</td>
</tr>
<tr>
<td>CTEP ID</td>
<td>Cancer Therapy Evaluation Program Identification Number</td>
</tr>
<tr>
<td>CTSU</td>
<td>Clinical Trial Support Unit</td>
</tr>
<tr>
<td>IMG</td>
<td>Diagnostic Imaging Site</td>
</tr>
<tr>
<td>IROC</td>
<td>Imaging and Radiation Oncology Core</td>
</tr>
<tr>
<td>NCI</td>
<td>National Cancer Institute</td>
</tr>
<tr>
<td>NCTN</td>
<td>National Clinical Trials Network</td>
</tr>
<tr>
<td>QA</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>RT</td>
<td>Radiation Therapy Site</td>
</tr>
<tr>
<td>RTI</td>
<td>Radiation Therapy and Imaging Site</td>
</tr>
<tr>
<td>RSS</td>
<td>Regulatory Support System</td>
</tr>
<tr>
<td>RTF</td>
<td>Research Treating Facility</td>
</tr>
<tr>
<td>TRIAD</td>
<td>Transfer of Images and Data</td>
</tr>
</tbody>
</table>
Resources:
Term Definitions

- **CTEP-IAM**: This is an application of the National Cancer Institute (NCI) that provides user accounts and access to associates and investigators participating in NCI-sponsored clinical trials. IAM streamlines and provides access to CTEP Enterprise and CTSU applications utilizing unique usernames and passwords. A CTEP-IAM user account is required to access the CTSU web site as well as the Oncology Patient Enrollment Network (OPEN).

- **CTEP ID**: The Cancer Therapy Evaluation Project (CTEP) coordinates the clinical therapeutics development program of the Division of Cancer Treatment and Diagnosis. CTEP ID is an identification number assigned to enrolling institutions participating in National Clinical Trials Network trials.

- **NCI NCTN Therapy Groups**: Also called Lead Protocol Organizations (LPOs), this refers to the NCI-sponsored cooperative groups sponsoring clinical trials within the National Clinical Trials Network.

- **RSS**: The Regulatory Support System (RSS) located at the CTSU Central Regulatory Office contains regulatory documents for all adult NCI-sponsored cooperative group clinical trials.

- **RTF Number**: This is an identification number assigned by IROC and provided to CTEP for participating imaging and radiation therapy providers.

- **TRIAD**: Developed and maintained by the American College of Radiology, TRIAD is a software application that facilitates secure, efficient, and robust transmission of subject images and related electronic data.
Resource Links

• TRIAD Website
  – https://triadhelp.acr.org/

• CTSU Website

• CTEP ID Listing by Organization Name

• RTF # Query
  – http://rpc.mdanderson.org/RPC/home.htm
  – Click on “Participating Institutions” at the top of the page, Accept the disclaimer that appears, Utilize “Institution Search” box that appears to find necessary information