

# Q-BITES

THE QUARTERLY NEWSLETTER BY



## Putting a Man on the Moon

On 25th May 1961, US President John F. Kennedy announced that NASA will be sending a man to the moon. Immediately all the scientist and engineers in NASA were hard at work to make this mission a reality.

After a year, President John F. Kennedy visited NASA Space Centre. While touring the facility, President Kennedy met a man wearing a white lab coat and asked him what he did there.

"I work in the chemical laboratory," he said.

The President continued his tour and asked a man wearing a suit what he did there.

"I work in the main administrative office," answered the man.

As the President went on with his tour, he saw a cleaner mopping the floor. The President asked him the same question.

The cleaner smiled and answered,

**"Mr. President, I'm helping to put a man on the moon."**

Though everyone else in the centre knew their work, it was the cleaner who knew the mission and the purpose of his work. His role in the overall mission might be small, but it is still important, nevertheless.

Day in and day out as we accomplish our work, it is important to remember that we play a big role in contributing to medical progress and most importantly in making Malaysia the preferred destination for Industry Sponsored Research.

Whatever job we might do, always remember that each of our contribution pushes CRM closer towards its vision. **Together we can make it a reality.**

## Data Entry Timelines

### Case study of a proactive SC & manager

Alisha is a study coordinator and reports to Lisa, her line manager\*. Alisha currently has 3 active studies in recruitment phase and has frequent subject visits, and she has been keeping up with the timeline for data entry. One day, her PI informed her that he would like to increase the screening number to 20 subjects within a month for 1 of the active study.

### Study Coordinators:

Alisha practices the following to ensure data is up to date in the eCRF:

- Ensure minimal data entry is completed on the day rather than leaving the whole eCRF blank and prioritise entry of safety information
- Plan-ahead and communicate with Investigators on documentation requirements to minimize missing data
- Check the eCRFs routinely for queries
- Establish an effective communication pathway with Investigators for queries resolution and on recruitment rate

She foresees there will be increment in workload and volume of data entry as her PI decides to screen 20 subjects within a month. She proactively discussed with her line manager, Lisa, about the possibility of missing timelines due to the increased in workload.

### Line Managers:

Line managers maintain an oversight on SC's performance to ensure study timelines are met. Lisa practices the following to maintain oversight of her SC's workload:

- Assess the workload of SCs based on monthly utilization report
- Constantly receive feedbacks and established effective communication pathway between study teams
- Delegate additional back-up SCs for data entry if deemed appropriate.

Date entry from one site for one patient might seem small; but in reality, **every data is an integral piece of a bigger puzzle** that not only determines patient safety but steers the path of clinical trial progression.