

Center for Human Phenomic Science (CHPS)

CHPS Nurse Practitioner Frequently Asked Questions

I am interested in utilizing a Nurse Practitioner (NP) in my study. What is the next step?

1. *Contact CHPS Administration* - As soon as your team becomes interested in utilizing an NP for a current or future study, please reach out to CHPS Administrators John Krall, Eileen Ford, and Beth Schwartzman for further discussion.
2. *Complete eCHPS Application Requesting NP Services* - You will need to submit a request for the NP services through the eCHPS application. If your study has already been reviewed and approved, then a CHPS Amendment will be required. See the **Job Aid: Checklist for Requesting Services of CHPS Nurse Practitioner (NP)**
3. The application will ask you to specify what you need the NP to do, how many patients need this procedure, and if any training is needed. You will also need to update your budget to account for the cost of NP services.
4. *Study Start-Up Meeting with NP* – As with all the CHPS Cores, we ask that you set-up a start-up meeting with the NP to review study protocol and procedures prior to scheduling any patients.

What regulatory paperwork will be required for my study to utilize an NP?

1. *Collaborative Agreement* - The Collaborative Agreement is a document required by the state of Pennsylvania between an NP and a supervising physician. Each division at CHOP must have a collaborative agreement in place with the CHPS NP and the PI must be one of the physicians listed on this agreement in order to begin using the NP service. The CHPS Administrative team can assist you in determining if your PI is included on existing NP CHOP Collaborative Agreements and provide you with the additional information.
2. *IRB Application* – This will vary from study to study. Similar to other CHPS staff, the NP will not be required to be listed in your IRB application. The NP is simply carrying out portions of your protocol and not considered by the IRB to be performing Human Subjects Research. All CHPS staff are compliant with CHOP Research Institute GCRC and CITI training.
3. *Delegation Log* – Again, this may vary from study to study but will likely be required. Industry initiated studies will have their own specifications. If the NP is ordering a medication that is prepared and dispensed from the investigational pharmacy or frequently writing orders in EPIC, the NP should be listed on the delegation log. This may be required for IND studies as well.
4. *Form 1572*- The NP may be required to sign the 1572. If the NP will be prescribing investigational medications or ordering labs to be run at CHOP's laboratory, it is recommended by the Office of Research Compliance that the NP be listed on the Form 1572 as a sub-investigator. This may require the NP to complete the study specific training required for the role.

What does it cost to utilize an NP in my protocol?

Currently, NP services follow the same pricing structure as CHPS Nursing services. Contact CHPS Administrative team for specific pricing information and possible budget adjustments.

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