

Center for Human Phenomic Science (CHPS)

Job Aid: Checklist for Requesting Services of CHPS Nurse Practitioner (NP)

Nurse Practitioner (NP) services are now available from CHPS. The following checklist should assist study staff in requesting and obtaining approval for NP services.

Date Completed	Procedural Step	Details
	Contact CHPS Administrative team – John Krall, Eileen Ford and Beth Schwartzman) to initiate the process	See contact info below
	Contact Sarah Voisine, NP to discuss particular services and training required prior to requesting services	
	Collaborative Agreement in place between PI (or Study MD) and NP established or initiated	CHPS NP will complete this step with the MD/Division
	IRB – Study Team to determine if NP services require the NP to be listed in the IRB as a member of the study team.	If required, IRB amendment submitted and approved
	Form 1572 – Study team determines if NP needs to be listed on Form 1572. Time needed for study specific training may be billed to study	If listed, required training completed by NP
	CHPS approval needed – Study application includes resource request for NP services. Services must be approved prior to use with either full CHPS study approval or CHPS Amendment	Included in new studies under Outpatient RN services. Added as an Amendment to Outpatient RN service
	eCHPS application – In Outpatient RN, under “other”, list each service; estimated time of service per patient; number of patients; number of times (visits)/patient	Determine full resource and billing request
	Budget – NP services reflected in original study SIFTER or SIFTER Amendment; Budget must be approved	Work with CTFM
	Start-up meeting – Once IRB, CHPS, and budget has approved, NP meets with study team prior to any visits	
	Charges are recorded and study team will verify monthly with CTFM	

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