Program & Services

Education and Quality Improvement Program @ Boston Children's Hospital

EQuIP's Mission

EQuIP's mission is to improve policies and practices in clinical research at Boston Children's Hospital with the aim to continually maximize the protection of human subjects, and to promote good clinical practices regarding research conduct and documentation. EQuIP aims and goals are created to educate and support the research community to safely conduct compliant clinical research. Please feel free to contact us with questions or comments.

EQuIP Services

Study Reviews (required or optional)

A one-time, confidential, full or partial review of on-going studies to ensure compliance with applicable regulations and policies, and to evaluate study conduct, organization, record-keeping and documentation. The EQuIP office aims to help research teams implement tools and strategies to improve identified 'problem' areas.

Reviews are required when randomly selected or IRB-requested, but may be requested by PI/staff (e.g. ensure compliance, during staff changes, to prepare for outside audit).

- **New/Transfer Investigator Pre-Reviews** (required)

New Investigators (conducting clinical research for the first time) and Transfer Investigators (conducting clinical research at BCH for first time) must meet with the EQuIP office prior to IRB approval to review applicable resources, regulations and BCH policies.

- **One-on-One Assistance** (optional)

EQuIP office can provide one-on-one assistance regarding best practices for study documentation to investigators and their research teams.

- **Talks/Presentations** (optional)

Upon request, the EQuIP staff is available to present various topics about research compliance and good clinical practices.

- **Educational Initiatives and Materials**

Educational initiatives and materials are continuously developed and disseminated to assist the research community. Guidelines and templates are available on the EQuIP website.

Study Tools & Templates

The **EQuIP website** offers many study tools and templates to download and customize for your study. Guidance documents are available for most templates.

- **Subject Screening Log**
- **Subject Enrollment Log**
- **Subject Eligibility Checklist**
- **Study Visit Checklist**
- **Informed Consent Checklist**
- **Memo-to-File**
- **Monitoring Log**
- **Recruitment Activity Log**
- **Remuneration Log**
- **Deviation Log**
- **Drug & Device Accountability Logs**
- **IRB Tracking Log**
- **Consent Revision Log**
- **Clinical Trial Study Documents**
- **CRF-Source Document Log**
- **Roles and Responsibilities Log**
- **Staff Training Log**
- **Staff Signature Log**
- **Clinical Trial Tasks**
- **Subject Case History**
- **Electronic Document Storage**
- **Storing Consent in Medical Records**

Contact Information

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