

## **FAQ Clinical Trials Clients**

### **Why is Clinical trials transitioning to a new location?**

As part of the continual growth of our services and review of our laboratory space at the University of Alberta Hospital site, the Clinical Trials unit will be relocated.

This will allow Laboratory Services to make room for the expanded Newborn Metabolic Screening Program at the UAH Site and to strategically move towards consolidation of current services which aligns with our functional programming for Edmonton Hub Lab move. Essential staff and resources will remain on site at the UAH to ensure quality client care is available for all users of the Clinical Trials unit.

### **What is the reason for this transition?**

Genetic Lab Services has expanded their Newborn Metabolic Screening program which requires more space at the UAH site. The current Clinical Trials space was identified as the best fit for this expansion.

### **Is it the same staff?**

The existing Staff from CCI and UAH will be consolidated to form the Edmonton Zone Clinical Trials Laboratory.

### **Where is CT moving to?**

Clinical Trials administration, routine processing, packaging and shipping will be moved to the Cross Cancer Institute Room 1468, 11560 University Ave, Edmonton AB. T6G 1Z2. Specimens collected at UAH that require immediate processing and handling will still be done by a designated CT staff member at the UAH , room 4B2.10 (Specimen Receiving).

**Who can I contact during the transition phase of Clinical trials regarding:**

- 1) Exact location of operations?**
- 2) Clinical trial sponsor Concerns?**
- 3) Clinical trials sample integrity during and after the transition?**
- 4) Assisting with a smooth transition from current State to future state?**
- 5) Any changes from our current practice?**

All concerns during CT transitional phase can be directed to the following personnel.

- 1) Michael Mengel (Edmonton Zone Clinical Department Head)  
[Michael.Mengel@albertahealthservices.ca](mailto:Michael.Mengel@albertahealthservices.ca)  
780-407-8851
- 2) Shelley Rawlake (Executive Director, Edmonton Zone Laboratory Services)  
[Shelley.Rawlake@albertahealthservices.ca](mailto:Shelley.Rawlake@albertahealthservices.ca)  
780-407-6489
- 3) Marshall Mulek (Manager, CCI Laboratory / Zone Services)  
[Marshall.Mulek@albertahealthservices.ca](mailto:Marshall.Mulek@albertahealthservices.ca)  
780-432-8705
- 4) Shannon Austman (Coordinator Special Projects)  
[Shannon.Austman@albertahealthservices.ca](mailto:Shannon.Austman@albertahealthservices.ca)  
780-342-8597

**Who can I contact for assistance or concerns regarding clinical trials at the CCI and/or UAH?**

All Edmonton Zone Clinical Trials Staff can be reached by calling 780.432.8258 or contact Val Taylor via email at [val.taylor@ahs.ca](mailto:val.taylor@ahs.ca).

## **Will time sensitive specimens still be processed in an appropriate time to ensure sample integrity?**

There will be a touchdown space/CT presence on site at the UAH 4B2.10 specimen receiving to handle time sensitive samples to ensure sample processing / integrity requirements are met.

## **Will time sensitive specimens still make shipping (FedEx) schedules?**

Yes, specimens dropped off by 1300 will be processed and shipped on the same day. There is no change from current policy.

## **Who is responsible for delivering clinical trial samples to the CCI?**

Clinical trial samples can be dropped off on the 4<sup>th</sup> floor UAH 4B2.10 specimen receiving area only. These samples will be sorted and triaged for appropriate handling by a designated CT staff member. Time sensitive samples collected at UAH will be processed at the UAH accordingly and made transport ready to the CCI and sent for further processing (paperwork) and shipping. Routine/non- urgent samples will be sent directly to the CCI for processing and shipping. There will be a transportation system between the UAH and CCI to meet the requirements of CT samples. If you prefer to deliver the samples directly to the CCI lab you may do so. Cross Cancer Institute Room 1468 , 11560 University Ave, Edmonton AB. T6G 1Z2

## **What is the FedEx pickup time?**

All samples will be shipped out from the CCI lab (FedEx,etc). Pickup time at the CCI is 1430h.

We will no longer be shipping out Clinical Trials samples from the UAH lab.

## **Where should Faxes be sent regarding incoming CT samples?**

Faxes should be sent to the CCI. This is where paperwork, final processing and proper packaging for shipping occurs.

The designated fax at the CCI is 780.432.8317

## **Will clinical trial researchers still be able to get tracking number confirmation?**

Yes, if you currently get FedEx tracking confirmation numbers that will continue – this is at the researcher's request.

## **Will transportation requirements between UAH and CCI be met (timing, temperature)?**

A transportation working group has been established to handle any transportation requirements between UAH and CCI.

## **How will meetings be handled between the clinical trials department and researchers?**

All Site Initiation Visits, audits, monitor visits and inspections will now take place at the CCI lab Cross Cancer Institute Room 1468, 11560 University Ave, Edmonton AB. T6G 1Z2.

If additional meetings are required that do not require external parties viewing the lab facilities, they can be booked by contacting Val Taylor (effective August 20), 2018 [val.taylor@ahs.ca](mailto:val.taylor@ahs.ca)

## **Will we be able to drop off kits at Specimen Receiving?**

Yes, current practices will not change. UAH 4B2.10

## **Do we have to pack and send out samples ourselves?**

No. Current practices will not change. If you prefer to deliver the specimens directly to the CCI lab, the address and room number are as follows, Cross Cancer Institute Room 1468, 11560 University Ave, Edmonton AB. T6G 1Z2. Samples dropped off at UAH 4B2.10 will be transported to CCI for shipment to the designated labs.

## **Will the emails and contact info change or will it be the same?**

Emails will remain the same, for Contact info please refer to "Who can I contact" in this FAQ

## **If I have been dropping samples at UAH do I have to drop it off at CCI?**

There will be NO more dropping of samples/kits at the 5<sup>th</sup> floor WMC 5B2.12. Samples must be dropped off at UAH Specimen Receiving 4th floor 4B2.10. The other option, if you prefer to deliver the specimens to CCI you may do so and can be dropped off at Cross Cancer Institute 11560 University Ave room number 1468.

## **Will there be any future moves?**

There are many changes going on in Lab Services including the construction of a new lab facility in Edmonton. There will be a consolidation of services in this new facility. Planning is still ongoing for this service consolidation which includes the Edmonton Zone Clinical Trials Laboratory.