



<p>Draft Policy for Processing Summer Students – Mr. Philip Spina</p>	<p>Mr. Spina distributed a draft procedure outlining the necessary preparatory steps in advance of any summer students working in the laboratories at CMRC/CMH.</p> <p>During the subsequent discussion Dr. Ogata raised the issue of whether a second TB test for students should be required.</p> <p>Dr. Bohn suggested that a written distinction of stipend support vs. students paid through the CMH payroll be added to the draft document for clarification.</p>	<p>Dr. Ogata to explore the need for a second TB test for students, and follow up with Dr. Hendrix and Mr. Spina.</p> <p>Mr. Spina to discuss with Human Resources the language to distinguish between stipend-supported students and students paid through the CMH payroll system. Mr. Spina to present the language to CMRC Senior Leadership for further discussion.</p>	<p>August 2009</p> <p>August 2009</p>
<p>Salaried Exempt Employees – Policy/Procedure Review – Mr. Philip Spina</p>	<p>Mr. Spina distributed a copy of the <i>Salaried Exempt Employees – Policy/Procedure Review</i> from the August 5, 2009 Patient Care Administrators' Meeting. In reference to the ETA system, he noted concerns expressed by the Human Resources Department over the incorrect recording or absence of PTO hours, including hospital holidays, by exempt employees.</p>	<p>Leadership to remind approving managers of the requirement to review the number of hours recorded on the electronic timesheets of exempt employees prior to approval.</p>	<p>August 2009 Forward</p>
<p>Quantifying Hospital Research Space/The Huron Consulting Group – Drs. Hendrix and Yogev, Mr. Spina</p>	<p>Dr. Hendrix introduced the initiative proposed by The Huron Group to conduct a comprehensive survey of all CMMC research space in order to identify staff working in clinical space.</p> <p>Mr. Spina reported that specific data for the CMRC, Marcey and Streeterville locations is readily available based on the 2007 study of space. He also reported that Ms. Melissa Gentile, Ms. Sandie Bolina and he will meet to identify the clinical research space.</p>	<p>Mr. Spina, Ms. Gentile and Ms. Bolina to meet and identify the specific locations within the hospital where Principal Investigators conduct clinical research.</p> <p>Dr. Hendrix and Mr. Spina to share this information with The Huron Consulting Group.</p>	<p>August and September 2009</p>

<p>Pediatric Division Director Initiative – Dr. Mary Hendrix</p>	<p>Dr. Hendrix introduced the initiative to invite all Pediatric Division Heads to present their research needs to CMRC Leadership during the monthly meetings. Per Dr. Hendrix, the objectives of these presentations are to: 1) Achieve a better understanding of the CMRC resources devoted to supporting the research objectives of each division; 2) Identify the total number of CMRC members per division; 3) Share research project information and identify new collaborative opportunities; and 4) Identify data classification issues and hurdles.</p> <p>Beginning in September 2009, each Division Director will have the opportunity to deliver a 15 minute presentation of five slides covering: 1) A brief description of the division, including the number of faculty and fellows; 2) A description of the short-term goals for the clinical and research programs; 3) A description of the long-term goals for the same; 4) A summary of all support services provided by CMRC and utilized by Division faculty (e.g. research space, research cores, IRB, grants management, other regulatory oversight committees, XenoBase, and Pilot/Bridge funding; and 5) Recommendations as to how CMRC could assist the Division Director in attaining the research goals.</p>	<p>Dr. Hendrix to begin inviting the Pediatric Division Directors to the CMRC Leadership meetings.</p> <p>Division Directors to begin presenting research needs to CMRC Leadership during the 2009-2010 Academic Year.</p> <p>Division Directors scheduled to present to CMRC Leadership to-date include:</p> <p>Dr. Robin Steinhorn of the Neonatology Division</p> <p>Dr. Susanna McColley of Pulmonary Medicine and Dr. Morris Kletzel of Hematology/Oncology</p> <p>Dr. Craig Langman of Kidney Diseases</p>	<p>August 2009</p> <p>September 2009</p> <p>September 10, 2009</p> <p>October 8, 2009</p> <p>December 10, 2009</p>
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New Business:			
ARRA Awards – Dr. Hendrix and Mr. Spina	Dr. Hendrix and Mr. Spina reported that \$2 million in ARRA awards has been received to-date.	Mr. Spina to continue to monitor and report on the progress of the CMRC ARRA grant applications under review at the NIH.	Ongoing
Clinical and Translational Research Program Developments – Dr. Ram Yogev	<p>Dr. Yogev reported on the establishment of a single price for CRA tests.</p> <p>Dr. Yogev also reported on the increased pharmacy support in anticipation of additional clinical research projects.</p>		