



TARGIT Collaborative Group Quality Collaborative

Required Documents/Site Activation Checklist

***All elements must be completed AND submitted to TCG Coordinator PRIOR TO DATA ENTRY ALLOWANCE**

1. CVs and Medical Licenses of All Physicians **directly** involved at Site
2. Protocol Training Confirmation with Signatures
 - a. Must provide source Protocol
3. Evidence of IRB approval or alternate submission requirements
 - a. *REMEMBER – IT IS UP TO EACH SITE TO DETERMINE WHETHER OR NOT THEY REQUIRE IRB APPROVAL. TARGIT DOES NOT DETERMINE THAT FOR THE PARTICIPATING SITES.*
 - b. Copy of IRB approval letter
 - c. Current Copy of IRB-approved protocol
 - i. If no IRB is to be used, must specify such and provide site Physician Lead's signature/acknowledgement
 - d. Copy of Site-Specific Local IRB Protocol (If required)
 - i. Please provide a line for 2 signatures with date
4. Filled and Signed Copy of: "TARGIT Collaborative Group Training and Introductory Content: TARGIT TCG QC Site Training Log, Initiation Checklist, and Delegation of Participant roles"
5. Copy of Participants' DUA and final legal approval

NOTE - After approval occurs, Coordinator will meet with Participant's Data Enterer(s). They will then undergo a MANDATORY Castor Training Session.

When Data Entry is permitted to begin (after you are trained by Coordinator):

- a. MUST COMPLETE ONE PT CONTENT IN FULL AND NOTIFY COORDINATOR FOR QUALITY/COMPLETION CHECK
 - i. Do NOT enter additional pt content until 1st pt is reviewed in entirety
 - ii. After 1st pt data is evaluated and evaluation notice is provided by Coordinator, may proceed to enter data for rest of your pt pool

Please Send All Listed Content to TCG Coordinator:

coordinatorqc@targitcollaborative.org