# **CHICKEN SOUP FOR THE BUSY COORDINATOR**

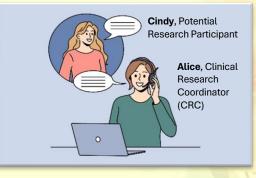
## September 2024

### Pre-Screening Processes – Whose Responsibility?

#### **Scenario**

Upon seeing a research recruitment poster in the clinic, Cindy (a potential research participant) contacted Alice (the Clinical Research Coordinator for the study) to express her interest in participating.

Alice conducted a pre-screening questionnaire via a phone call to confirm her eligibility.



## What are Pre-Screening Activities?

- Activities conducted to identify potential participants prior to informed consent, screening or enrolment.
- Providing a general overview of study and/or conduct pre-screening questionnaire
- Conducted via phone calls, brief in-person communication
- Identification of potential participants includes reviewing database or medical records



Who can conduct ~ pre-screening?



Although the **Principal Investigator** is responsible for the overall conduct of the research study, research activities such as prescreening can be delegated to **other study members**.

## **Ethical Requirements**

## Have you performed the following?

#### 1. Obtained approval from DSRB to conduct pre-screening activities

Pre-screening activities are part of participant selection and recruitment process. Although consent is not required, make sure this recruitment strategy is approved by DSRB by providing the following:

- Describe the pre-screening activities in the study protocol submitted for DSRB review
- Specify the inclusion and exclusion criteria
- Specify pre-screening tools used e.g. questionnaire, checklist, etc.
- Provide script used for telephone communication (if any)

#### 2. Obtained approval for review of database or medical records

According to applicable institutional procedures. (E.g. from Custodian of database, Head of Department)

Maintain a list of all potential participants approached for the study

Regardless of whether they have signed the informed consent form.

#### 4. Document pre-screening activities

Using PCR 509-007 Subject screening and Enrollment log.

References: PCR SOP 501-C02 Subject Recruitment and Screening

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\*Disclaimer: All characters appearing in this article are fictitious. Any resemblance to real persons is purely coincidental. Best practices may differ between institutions. Readers are encouraged to follow their institution's policies/guidelines relating to the above scenarios/case study.

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