Post Visit Checklist

***After Visit Day***

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK:** | **LOCATION:** | **Yes** | **No** |
| Is Patient Scheduled for next visit? | EPIC/Study Protocol |  ⧠ |  ⧠ |
| Did you document in EPIC? | EPIC |   ⧠ |   ⧠ |
| Did you Enter data in EDC? | EDC System |   ⧠ |   ⧠ |
| Did you update Con Meds/AE logs in chart? | Subject Chart |   ⧠ |   ⧠ |
| Did you update Con Meds/AE logs in EDC? | EDC System |   ⧠ |   ⧠ |
| Did you update Master/Subject IP Logs? | Regulatory Binder |   ⧠ |   ⧠ |
| Did you get labs signed? | Fax or Online System Print |   ⧠ |   ⧠ |
| Did you pay subject for visit in Clincard? | Clincard System |   ⧠ |   ⧠ |
| Did you check in visit in Oncore? | Oncore |   ⧠ |   ⧠ |
| Did you answer all queries related to previous visits? | EDC |   ⧠ |   ⧠ |
| Do you have adequate lab supplies for next visit? | Storage Room |   ⧠ |   ⧠ |
| Were there deviations for this visit? Did you record them on log? | Deviation Log |   ⧠ |   ⧠ |
| Was there a reconsent? Did you upload new consent in EPIC? | EPIC/Chart |   ⧠ |   ⧠ |