
'EPD' Registration procedure for CRA

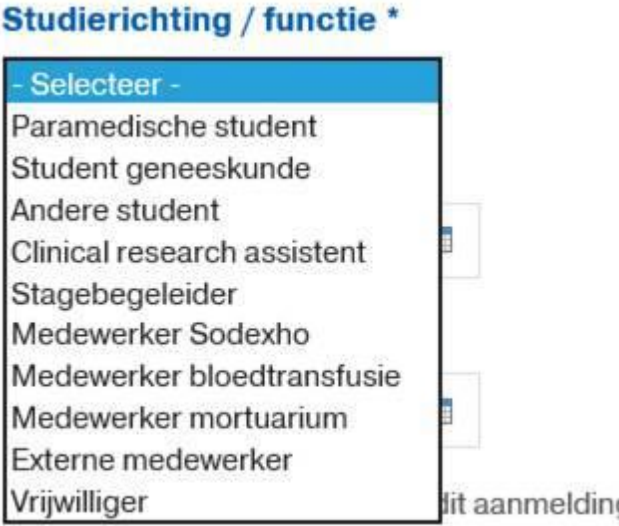
If a CRA/auditor/inspector wishes to gain access to the electronic patient record of UZA, the procedure below must be followed.

The turnaround time for this procedure is at least 14 days. Please complete your registration in time.

The CRA/auditor/inspector will be given a read-only account and will only have access to the patient record of the patients included in the study for which the monitoring/audit is being performed.

1. Registration in UZA

- CRA completes the electronic registration form via the following link:
<https://www.uza.be/aanmeldsdocument>.
- In the drop-down menu "Studierichting/functie" you select "Clinical research assistant".



The image shows a screenshot of a web form. At the top, the label "Studierichting / functie *" is displayed in blue. Below it is a dropdown menu with a blue header that says "- Selecteer -". The menu is open, showing a list of roles: Paramedische student, Student geneeskunde, Andere student, Clinical research assistent (which is highlighted), Stagebegeleider, Medewerker Sodexho, Medewerker bloedtransfusie, Medewerker mortuarium, Externe medewerker, and Vrijwilliger. To the right of the dropdown, there are two small calendar icons. Below the dropdown, there is a label "dit aanmelding" and a line of text: "adres kan gebruikt worden om u op de hoogte" and "hebt steeds toegang tot uw persoonsgegevens".

- The UZA personnel department will create the external employee.

2. Request access to monitor patient record UZA

- The researcher or someone from the research team creates an SD+ with the following data:
Surname and first name monitor
Read-only access CRA for EPD

3. Request access to study within the patient file

- The CRA sends an email to MonitorLoginEPD@uza.be to request access to the e-learning with the following information:
CRA's name and first name
Mail address
- The CRA will receive an email with the link for the e-learning as well as a login and password.
- After the training, the monitor will send an email to MonitorLoginEPD@uza.be with the following information:
EPD training completed on date
Name and first name CRA
Access required study data: EDGE Number, Department, Principal Investigator UZA
- If the training has been completed by the CRA, an email will be sent that the monitor has gained access to the requested studies.