

TO: All USC HEALTH SCIENCES PIs, PAs, NPs, Research Nurses, and Study Coordinators conducting research on the Clinical Trials Unit

If you wish to create pre-printed physician order forms for your CTU studies, you are being asked to attend a training session conducted by University Hospital staff on the requirements for such forms. We will review format, abbreviations, hospital required fields and suggestions on making the process more streamlined. It is very important that all federal, state and hospital regulations are followed when developing these forms and it is up to the study teams to ensure that the forms are in compliance.

Please plan on attending ONE of the following sessions:

08/04/09	1600 – 1700	Troy Room – 3 North University Hospital
08/06/09	1200 – 1300	Platinum Room – Lobby Level University Hospital
08/07/09	0700 – 0800	Platinum Room – Lobby Level University Hospital

If you have any questions regarding these sessions, please email Kathleen Hurtado at hurtadok@usc.edu.

Thank you all for your participation,

CTU Administration