CENTRE FOR
HEALTHCARE
INNOVATION

CHILD)

Project Title

Clinical Trial Fact Sheet Template to Facilitate Budgeting Process

Project Lead and Members

Project lead: Wendy Tay

Project members: Tracy Tay, Ong Hua

Organisation(s) Involved

KK Women's and Children's Hospital, Finance-Academic Medicine

Aims

To look for an efficient method to gather pertinent cost parameters from numerous sources and facilitate budget preparation.

Project Category

Productivity, Process Improvement

Keywords

KK Women's and Children's Hospital, Productivity, Process Improvement, Budget Preparation, Data Gathering, Finance, Administration, Research Office, Reduce Turnaround Time, Finance-Academic Medicine, Clinical Trial Sponsors, Clinical Trial Fact Sheet Template, Time Lag

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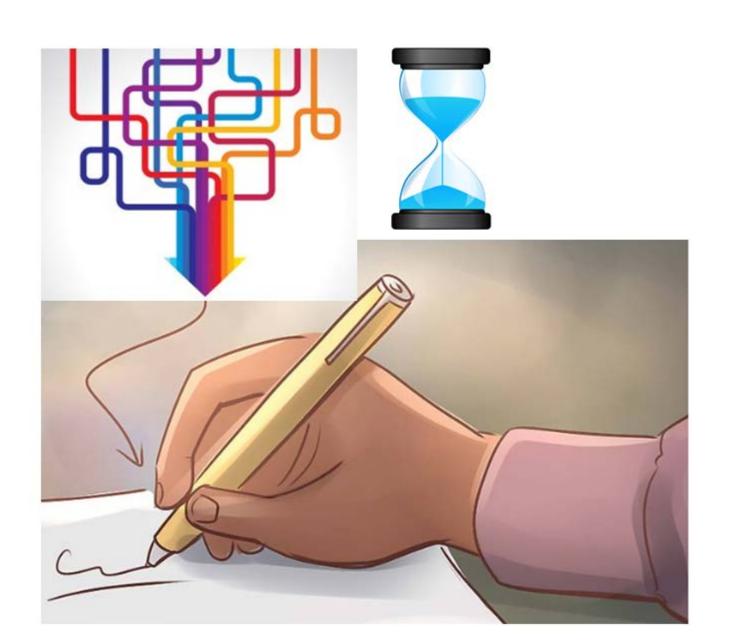




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Aims

The time lag in providing budgets for Clinical Trial Sponsors is long due to various factors. The main one identified being the various exchanges of information involving multiple parties (both internal and external). We aim to look for an efficient method to gather pertinent cost parameters from numerous sources and facilitate budget preparation.



Methodology

Finance-Academic Medicine had a few meetings with key stakeholders e.g. Admin Heads from the Research Office and Clinical Research Coordinators to develop a template with basic cost parameters included for input of information by stakeholders.

After a few iterations and with feedback gathered, a Clinical Trial Fact Sheet Template (CTFaST) is built up. Key stakeholders such as Clinical Trial Sponsors, Principal Investigators and others (e.g. KK Research Centre), are involved in completing the CTFaST. The CTFaST also states the names of KKH contact parties for clarifications and submission of returns.

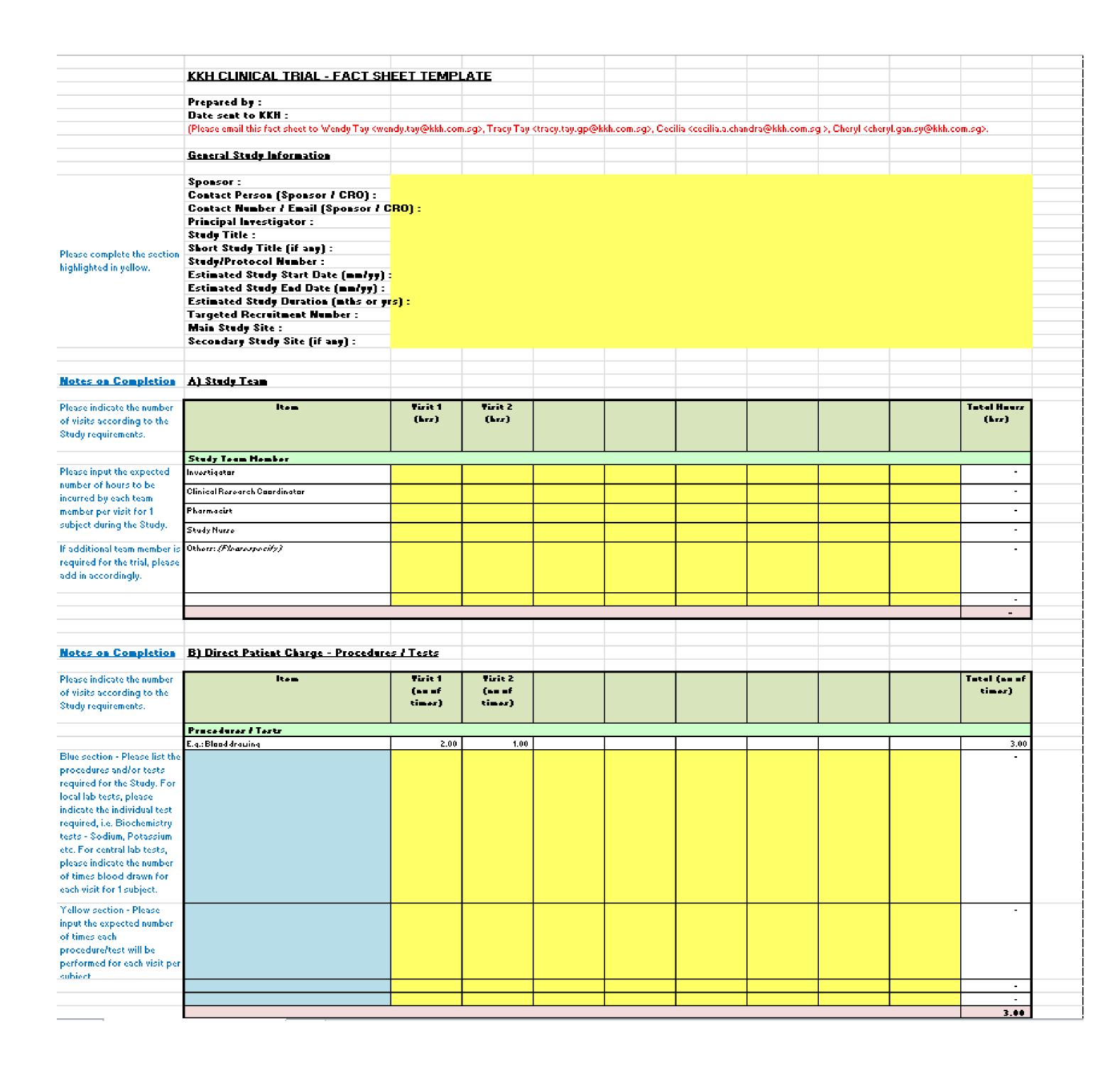
The CTFaST provides for a complete view of the full budget requirements and serves as a common point for reference in the process of negotiation and formalisation of Clinical Trial Agreement with Sponsors.

Results

Based on the initial implementation, the time in generating the first draft of budget improves by 50%.

Conclusion

Having a CTFaST serving as a common point of data gathering and reference has improved the efficiency of the budget preparation. The inclusion of key contacts of named parties in the CTFaST also facilitates the communication process. These have significantly reduced the turnaround time.



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Yellow section - Please input the estimated cost per visit per subject.											
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	E) Additional Information										
	Item that will be provided by Sponsor (kits, questionnaires, e- diary, equipment etc.) :										
	Does the service of a pharmacist required?										
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