**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to encourage UC-NCORP members and staff to serve as auditors for the National Clinical Trials Network (NCTN) and the NCI Community Oncology Research Program (NCORP) Research Bases. The involvement as an auditor increases knowledge regarding research base requirements for collecting, documenting, and maintaining clinical trial participant research records that can be utilized to improve education, data quality, and identification of best practices to share with Affiliate sites.

**DEFINITION**

**Quality Assurance and Onsite Auditing Visits**: Visits conducted by the NCI NCTN or NCORP Research Bases to verify the information collected and submitted to the research base in order to confirm clinical trial end results.

**GUIDELINES**

UC-NCORP Members seeking membership in a Research Base Auditing Committee is required to:

* Request permission and support from UC-NCORP Administration
* Participate in research base audit training
* Identify best practice to be shared with UC-NCORP members

**PROCEDURES**

* Select research bases request the assistance of NCTN member institutions or NCORP community staff to participate in the audit process as auditors for other institutions. Request of the individual is usually the customary route of participation especially if UC-NCORP personnel performance is noted and complimented during a UC-NCORP research base audit.
* UC-NCORP Members will be encouraged and supported to participate in research base Quality Assurance and Auditing Committee and onsite visits.
* The research base generally supports the required travel for onsite auditing visits.

**REFERENCES:**

NCI NCORP Program Guidelines, October 17, 2018

**ASSOCIATED FORMS:**

NA

**COMMITTEE APPROVAL:**

Policy and Procedure Committee