

# Dana-Farber/Harvard Cancer Center

## Note-To-File

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**Date:** June 21, 2021

**RE:** DF/HCC Policy Exemptions related to COVID-19 Pandemic

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This note to file serves to extend the following temporary policy exemptions that initially took effect March 23, 2020 until at least September 30, 2021.

### **RCO-203 Regulatory Documentation** Section 5.2.4

Individuals providing clinical coverage as a result of mandatory staffing restrictions are not required to be listed on the delegation of authority log. Appropriately trained and delegated research staff must remain accessible remotely and continue to ensure appropriate oversight of research activities. Communication between the covering staff and research team will be appropriately documented and maintained in the research subject file.

### **REGIST-100 Eligibility Checklists** Section 5.3.2

Screening staff may confirm subject eligibility via email if they are unable to sign the checklist prior to registration. The email confirmation will be filed with the eligibility checklist in the research chart.

### **REGIST-100 Eligibility Checklists** Section 5.3.4

Enrollment monitors may verify subject eligibility via email if they are unable to sign the checklist prior to registration. The email confirmation will be filed with the eligibility checklist in the research chart.

Sincerely,

*Drew Memmott*

Electronically signed by: Drew Memmott  
Reason: I'm an approver  
Date: Jun 21, 2021 13:44 EDT

Jun 21, 2021

*Signature*

*Date*

Drew Memmott  
DF/HCC Associate Director of Administration

*Jeffrey Meyerhardt*

Electronically signed by: Jeffrey Meyerhardt  
Reason: I'm an approver  
Date: Jun 21, 2021 15:14 EDT

Jun 21, 2021

*Signature*

*Date*

Jeff Meyerhardt, MD  
DF/HCC Medical Director for Clinical Trials Operations