**SITE QUALIFICATION VISIT AGENDA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 15 minutes |  | Welcome and introductions |  | PI, All |
|  |  |  |  |  |
| 30 minutes |  | Tour of facilities |  | Research nurse/coordinator,  Sponsor personnel |
|  |  |  |  |  |
| 60 minutes |  | Review of protocol, CRFs, lab manual and reporting requirements |  | All |
|  |  |  |  |  |
| 20 minutes |  | Site qualifications |  | Research nurse/coordinator,  other site personnel, as appropriate |
|  |  |  |  |  |
| 15 minutes |  | Timeline for the study |  | Sponsor personnel |
|  |  |  |  |  |
| 5 minutes |  | Review of action items |  | PI, Sponsor |
|  |  |  |  |  |
| 5 minutes |  | Summary |  | PI |
|  |  |  |  |  |