



Medical College of Wisconsin Cancer Center

Clinical Research Executive Committee (CREC) Charter

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The Clinical Research Executive Committee (CREC) provides a forum for senior clinical research faculty and administrative leaders to discuss and resolve issues related to the conduct and support of clinical trials at the Medical College of Wisconsin Cancer Center (MCWCC).

SCOPE AND FUNCTION

Scope

CREC oversees all aspects of cancer human subjects research, both adult and pediatric, conducted by MCW faculty. The committee provides guidance to and sets policy for the entities performing and monitoring clinical cancer research: Disease-Oriented Teams (DOTs), Feasibility Review Committee (FRC), the Scientific Review Committee (SRC), the Data and Safety Monitoring Committee (DSMC), and the MCWCC Clinical Trials Office (CTO).

The committee is responsible for setting overall MCWCC clinical research priorities and providing advice to the Associate Director of Clinical Research, the MCWCC Deputy Director, and the MCWCC Director.

Key Functions:

- Review and approve all MCWCC policies and procedures related to clinical research
- Define the responsibilities of the DOTs, FRC, SRC, DSMC, and CTO
- Review DOT, FRC, SRC, DSMC, and CTO activities
- Discuss organizational capabilities and resources related to clinical trials
- Discuss and resolve operational issues and compliance concerns that arise from clinical trial monitoring/auditing
- Track clinical research metrics such as interventional accrual, accrual of underserved populations, activation timelines, etc.
- Facilitate the expansion of clinical trials to community hospitals

MEETING STRUCTURE

The full committee meets quarterly. Additional meetings may be scheduled ad hoc if a specific issue needs to be addressed expeditiously. There is no set quorum for CREC meetings; however, the Chair may determine that the number or composition of attendees at a given meeting is insufficient for a particular issue to be resolved and may table its discussion until a future time. During each meeting, standing agenda items (e.g., accrual and activation time updates, DOT review updates) are typically reviewed first, followed by other agenda items. Agenda items requiring a determination are decided by a majority vote after discussion.

MEMBERSHIP

CREC is chaired by the MCWCC Associate Director of Clinical Research. The Chair appoints members to serve in consultation with the Cancer Center directors. Committee membership includes the following roles: MCWCC Director and Deputy Director, Associate Director of Oncology Operations, Associate Director of Translational Research, Associate Director of Pediatrics and Survivorship, Associate Director of Community Outreach and Engagement, Associate Director of Administration, SRC Chair, DSMC Chair, CTO Medical Directors, and faculty leaders representing the Division of Hematology/Oncology, Division of Surgical Oncology, Department of Radiation Oncology, Department of Radiology, and Gynecologic

Oncology. The committee also includes at least two DOT Chairs, who serve three-year terms. Most members' terms are co-terminus with their leadership roles. CTO administrative leaders also attend meetings and are non-voting.