

# 5 Essential Items

for a Clinical Research Associate's Workbag



**Study Protocol** and/or have an electronic copy of the protocol on your laptop desktop for easy reference.

**BONUS TIPS:**

Ask your team for a mini protocol that is easier and more compact to carry in your workbag.

Save an electronic copy of all key study documents to a folder on your desktop for easy reference - Case Report Form Guidelines, Monitoring Plan, Laboratory Manual, Site Initiation Visit slides, etc.



**Company Laptop and Power Charger**

**BONUS TIPS:**

Write down the website for how to access your company email remotely. If your computer ever becomes unusable during your visit, you can ask your site to use their computer to login and check your company email inbox. This is helpful in instances where you do not have your work email on your phone or if you need to access emails that cannot be pulled up on your phone.

Keep a list of all study URLs just in case you need to use the site's computer and do not have access to your computer bookmarks.

If you ever forget your laptop charger - either ask your site if they have a spare, ask the hotel you are staying at if they have a spare, or purchase one at a Walmart, Target or electronic store in the city you are monitoring.



**Snacks and/or Change for the Vending Machine**

**BONUS TIPS:**

Always keep nuts, granola bars, candy, dried fruit, etc. in your bag just in case you cannot stop for a break while monitoring.

Keep at least \$5 in quarters and \$10 in singles for vending machine use.

Also keep at least \$20 in cash in your bag or wallet just in case you are unable to pay for parking with your AMEX corporate card or a credit card in general.



**Site Monitoring Folder** with the last monitoring visit report and/or follow-up letter so you can see which action items need to be closed and any other items the study team may have sent you for follow-up with the site. For example, you may need to follow up on data management queries, check to see if medical records have been received for a previously reported Serious Adverse Event, etc. It would be good to keep all these items in a folder for that specific site and/or flagged in your email so you can quickly reference and address during your visit.



**ClinEssentials™ Padfolio** to help keep you organized and efficient while on site. The Padfolio has four CRA Audit Notes to assist while monitoring, a Visit to Do List to keep you focused on the goals for your visit and an Action Item Carbonless Pad to jot down your action items to provide to the site while keeping a copy to help write your monitoring report.