

SOP: Site Visits

Purpose

To describe the procedure for site visits.

Scope

This procedure applies to research site visits conducted by the Sickle Africa Data Coordinating Centre (SADaCC).

Glossary/Definitions

SADaCC Sickle Africa Data Coordinating Centre at the University of Cape Town
SOP Standard Operating Procedure: Detailed written instructions to achieve uniformity of the performance of a specific function.

Responsibilities & Procedures

1. Designate a site visit leader

Before the visit, the visitors will designate among themselves a site visit leader that will be responsible for making final arrangements with the sites and lead the following procedures at each site visit.

2. Set up the site visit

Send SOPs and information about the purpose of the particular visit to the site Principal Investigator (PI). Answer any questions and address any concerns the site may have about the impending visit. Arrange where and when to meet.

3. Meeting with key personnel

There will be a brief introductory meeting (± 20 min) with key personnel at the site, e.g. the site PI, the site research coordinator, the data manager and the Information Technology (IT) representative. The meeting will be used to make introductions and discuss the purpose of the particular visit.

4. Walkabout of facilities

The visitors will then take a brief walk around the site to see where key areas are located in relation to the data offices/spaces and to observe some of the activities taking place in the site. Take photos of relevant areas and persons. (Get photo-release forms signed when photos are taken.)

5. Completion of site assessment checklist

The visitors will then need the data team to help them complete a site assessment checklist with questions particular to data management procedures and IT setups at the site. Discuss aspects of site assessment that will be done 'online' with the site personnel.

6. Training of personnel

The visitors will review training records at the site and assess further training needs. Conduct training with site personnel, if possible.

7. Compile report on visit

The site visit leader will ensure that a report on the entire visit is compiled within 7 days of returning.

Version No.	Date	Authorizer	External Reviewer	Internal Reviewer(s)	Author	Details of changes
				Vicky Nembaware, Mario Jonas, Furahini Tluway, Gaston Mazunda	Annemie Stewart	n/a (first version)