

**MEMORANDUM**

**TO:** Members of SWOG  
**FROM:** SWOG Operations Office  
**DATE:** October 2020  
**SUBJECT:** Policy Revisions

The following SWOG policies have been revised as summarized below. These and all policies can be viewed and printed from the Group's web site at <https://www.swog.org/about/policies-procedures>.

Policy Revision Summation

**Policy 13 Protocol Guidelines**

This policy was revised to eliminate details of protocol content suggestions and to focus on process instead. These suggestions have been fully incorporated into SWOG internal protocol template tools and no longer need to be included in the policy.

**Policy 19 Quality Assurance Program**

This policy was rewritten to add a description of auditor training, to add a reference to the policy on auditing of electronic medical records, and to remove redundant information that is already included in the QA Guidelines, which details specifics on the audit process.

**Policy 38 Dosing Principles for Patients on Clinical Trials**

This policy has been revised to update guidelines for creatinine clearance.

The board of governors approved the elimination of SWOG's New Investigator Credentialing Process to avoid duplicating efforts by the sites. The following policies were updated as a result:

- Policy 02 – Constitution/Bylaws
- Policy 07 – New Investigator Nomination Process
- Policy 36 – Affirmation of Integrity
- Policy 37 – Human Subjects Protection – policy was deleted in its entirety
- Policy 41 – Debarment, Suspension & Research Misconduct

Policies 12, 18, and 30 had minor editorial (non-substantive changes).