

Introduction to the CHIME Manual of Operations

This manual provides the information necessary to perform all of the standardized procedures at each site in the CHIME study. All of the procedures must be performed at each site exactly as they are defined in this manual if this study is to be a success. Therefore, frequent use of this manual by all members of the staff involved with this study is strongly encouraged.

Use. Everyone at the site should have easy access to this manual. If additional copies of the manual are needed or just certain sections of the manual, you are encouraged to make and distribute them so that study personnel will have easy access to information relevant to their tasks.

Updates. This manual will be subject to periodic corrections and additions. The DCAC will provide one copy of the manual for use at each site involved in the CHIME Study. The update packets sent from the DCAC should be promptly installed in ALL existing copies of the manual. This includes any additional copies which may have been generated at the site. This should be done immediately upon receipt of the updates. The page numbers in the manual are numbered consecutively within each chapter. Whenever there are replacement pages, the DCAC will number those new pages in both the text and the table of contents before mailing the revised versions to your site.

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