
WEST VIRGINIA CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE

(2.3) Membership

Overview

Purpose

West Virginia Clinical and Translational Science Institute (WVCTSI) membership is tracked to serve as a baseline measurement for reach and audience analysis. Membership is also required for access to many WVCTSI services and resources.

Scope

This document outlines the WVCTSI membership structure and process for accessing services.

Definitions

Faculty/scientist: Faculty or faculty equivalent at the Charleston Area Medical Center, Department of Veterans Affairs, Marshall University, National Institute of Occupational Safety and Health (NIOSH), West Virginia School of Osteopathic Medicine, West Virginia University, or other WVCTSI academic or clinical partner/affiliate with an interest in clinical and translational research

Associate/trainee: Clinical fellows and residents, postdoctoral fellows, and graduate or undergraduate students at the Charleston Area Medical Center, Department of Veterans Affairs, Marshall University, National Institute of Occupational Safety and Health (NIOSH), West Virginia School of Osteopathic Medicine, West Virginia University, or other WVCTSI academic or clinical partner/affiliate with an interest in clinical and translational research

Community partner: Individuals in West Virginia and neighboring communities involved in education or service related to wellness, health and healthcare who have an interest in clinical and translational research and who may utilize WVCTSI services and resources

General interest members: Media, interest groups, colleagues at other institutions, etc. who may be interested in clinical and translational research but would not necessarily utilize WVCTSI services

Policy

Procedures

1. Upon interested individual completing online membership form, designated administrative staff will ensure that the information is properly recorded in the appropriate database.

2. New members will be added to the WVCTSI listserv by the communications coordinator on a monthly basis, at minimum, to ensure they receive updates and announcements.
3. All new members will receive an electronic notification that their membership application has been received and accepted.
4. Annually, the designated administrative staff member will audit the list for any inactive members and reclassify them as such.
5. All WVCTSI staff will enroll as members upon hire with the Institute.

Roles and Responsibilities

It is the responsibility of the applicant to provide accurate information upon completing the online form. WVCTSI Administration reserves the right to reclassify applicants if they are better suited for another membership category. Membership information details shall not be distributed for any use other than communicating with members and sharing within the WVCTSI organization. WVCTSI staff should encourage those interested in WVCTSI to become members for access to services and sustained communication.

References and Authority

N/A – There are no institutional policies referencing membership administration.

Revision History

Revision	Date
This procedure was revised to reflect new WVCTSI partner institutions.	March 2018

Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	4/10/18



Approved By

4/10/18

Date