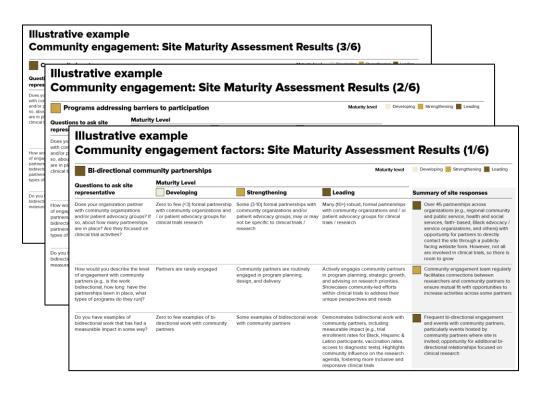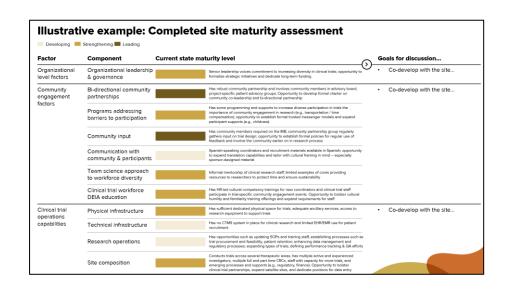**Figure 5: Process to complete the site maturity assessment**

# Illustrative example: Process to complete the site maturity assessment



**Detailed deep dives of maturity assessment by question**

**Example synthesis of completed maturity assessment by component, for discussion with site to co-develop goals**

# Illustrative example: Completed site maturity assessment

| Factor | Component | Current state maturity level | | Goals for discussion… |
|--------|-----------|------------------------------|---|-----------------------|
| Organizational level factors | Organizational leadership & governance | [Strengthening] | Senior leadership voices commitment to increasing diversity in clinical trials; opportunity to formalize strategic initiatives and dedicate long-term funding | • Co-develop with the site… |
| Community engagement factors | Bi-directional community partnerships | [Leading] | Has robust community partnership and involves community members in advisory board, project-specific patient advisory groups; Opportunity to develop formal charter on community co-leadership and bi-directional partnership | • Co-develop with the site… |
| | Programs addressing barriers to participation | [Strengthening] | Has some programming and supports to increase diverse participation in trials the importance of community engagement in research (e.g., transportation / time compensation); opportunity to establish formal trusted messenger models and expand participant supports (e.g., childcare) | |
| | Community input | [Leading] | Has community members required on the IRB; community partnership group regularly gathers input on trial design; opportunity to establish formal policies for regular use of feedback and involve the community earlier on in research process | |
| | Communication with community & participants | [Developing] | Spanish-speaking coordinators and recruitment materials available in Spanish; opportunity to expand translation capabilities and tailor with cultural framing in mind – especially sponsor-designed material | |
| | Team science approach to workforce diversity | [Strengthening] | Informal mentorship of clinical research staff; limited examples of cores providing resources to researchers to protect time and ensure sustainability | |
| | Clinical trial workforce DEIA education | [Strengthening] | Has HR-led cultural competency trainings for new coordinators and clinical trial staff participate in trial-specific community engagement events. Opportunity to bolster cultural humility and familiarity training offerings and expand requirements for staff | |
| Clinical trial operations capabilities | Physical infrastructure | [Strengthening] | Has sufficient dedicated physical space for trials, adequate ancillary services, access to research equipment to support trials | • Co-develop with the site… |
| | Technical infrastructure | [Developing] | Has no CTMS system in place for clinical research and limited EHR/EMR use for patient recruitment | |
| | Research operations | [Developing] | Has opportunities such as updating SOPs and training staff; establishing processes such as trial procurement and feasibility, patient retention; enhancing data management and regulatory processes; expanding types of trials; defining performance tracking & QA efforts | |
| | Site composition | [Strengthening] | Conducts trials across several therapeutic areas, has multiple active and experienced investigators, multiple full and part time CRCs, staff with capacity for more trials, and emerging processes and supports (e.g., regulatory, finance). Opportunity to bolster clinical trial partnerships, expand satellite sites, and dedicate positions for data entry | |

# Illustrative example: Completed site maturity assessment

■ Developing    ■ Strengthening    ■ Leading

| Factor | Component | Maturity level | Goals co-developed with the site |
|---|---|---|---|
| Organizational level factors | Organizational leadership & governance | Strengthening | • Expand leadership capacity to develop an organization-wide strategic plan to advance diversity in clinical trials |
| Community engagement factors | Bi-directional community partnerships | Leading | • Create opportunities community partners to shape research priorities from the outset |
| | Programs addressing barriers to participation | Strengthening | • Create formal mentorship and training opportunities for Black, Hispanic & Latino clinical research staff |
| | Community input | Leading | • Consider opportunities to mentor other organizations on community engagement and partnership |
| | Communication with community & participants | Developing | |
| | Team science approach to workforce diversity | Strengthening | |
| | Clinical trial workforce DEIA education | Strengthening | |
| Clinical trial operations capabilities | Physical infrastructure | Strengthening | • Integrate clinical research technology into provider workflows to streamline management of clinical research |
| | Technical infrastructure | Developing | • Formalize research SOPs and establish a streamlined process to manage and update these as needed |
| | Research operations | Developing | |
| | Site composition | Strengthening | |