The Oncology Staffing Scope Builder

Translate an upcoming milestone into a clear staffing conversation. Describe the work, authority and handoffs before deciding which role title belongs on a requisition.

For Sponsor and CRO teams defining a clinical operations staffing need. Original planning tool - November 2026.

01 / Use this worksheet

Set aside fifteen minutes. Work on your own copy and choose one next step with a date. Mark unknowns honestly. Revisit the sheet in a week to compare the plan with what happened. Keep personal or confidential details in your own records.

Prepared by: _____ **Date:** _____

Review date: _____ **One person to involve:** _____

---

02 / Start with the milestone at risk

Name the next study milestone and describe the work that could delay it. Separate a coverage gap from a recurring quality problem or an unclear decision owner. Use a non-confidential summary. A request becomes more useful when it identifies the work that needs ownership rather than assuming that another person with a familiar title will solve it.

Milestone and required date: _____

Unowned work or capacity constraint: _____

---

03 / List the deliverables the person must own

Write the first three outputs required from the role and the evidence that would show each is usable. Identify onsite, remote or study-level responsibilities. Include follow-up and handover work rather than only visits or meetings. Keep protocol-sensitive details in the appropriate internal system and share only an approved summary during initial scoping.

Deliverable, reviewer and acceptance evidence: _____

Work explicitly outside this role: _____

---

04 / Map authority and interfaces

Identify who makes study decisions and where the role can act independently. List the sponsor, CRO, site and vendor interfaces that matter to the work. Clarify escalation and report-review ownership. A title alone does not establish authority or replace sponsor responsibilities. Resolve ambiguous handoffs before evaluating whether a candidate has the right experience.

Decision authority and escalation route: _____

Most important cross-functional handoff: _____

---

05 / Make the capacity assumptions visible

Record expected sites, visits, geography, travel, time-zone coverage and review workload where known. State whether each number is confirmed or estimated. Include onboarding, systems access and required training in the start plan. Avoid promising immediate availability or a delivery date before the engagement model, candidate fit and prerequisites have been reviewed.

Workload assumptions and evidence: _____

Earliest useful start and dependencies: _____

---

06 / Prepare a focused staffing discussion

Summarize the milestone, ownership, workload and target timing in a short brief. Identify who approves the search, commercial terms and candidate review. Bring one question about the support model if the need is still unclear. A submitted inquiry starts review; it is not a guaranteed candidate, placement, availability commitment or executed engagement.

Internal sponsor and approval route: _____

Question to resolve with Lampgen: _____

A scoping worksheet, not a staffing commitment, candidate submission or quality-system procedure. Confirm responsibilities, qualifications, training, availability and contractual terms through the appropriate review process.

NEXT STEP / Discuss a staffing need with Lampgen

https://lampgen-clinical.tlampley1.chatgpt.site/contact#scope