Checklist for Inpatient & Bedded Outpatient Visits

Welcome to the CRU from the staff!
We hope this checklist will help make your first visit run smoothly.

Inpatient hours  Open 24 hours a day, seven days a week
Phone 6-5504
CRU website: http://www.nucats.northwestern.edu/cru

Before scheduling a subject:
☐ Obtain a Research Account Number.
☐ Answer review follow-up questions and revised orders
☐ Schedule Orders Review Session with CRU Nurse Liaison
☐ Final orders are signed by PI and returned to the CRU
☐ Receive CRU approval letter, finalized budget, and registration form

Scheduling a subject:
☐ Page 1-8852 (outside NMH: 312-250-2706) with 2-3 possible visit times
☐ If multiple visits are involved, list all dates needed
  (e.g., Visit 1: 9/2  Visit 2: 9/9-9/10  Visit 3: 10/0-10/10)
☐ After hearing from CRU on visit dates, confirm dates with subject
☐ Prepare CRU registration form
☐ Send completed registration form via rDropBox as soon as possible to secure the visit dates
  (https://rails-produce.nubic.northwestern.edu/rdropbox/login)
☐ Receive confirmation email from the CRU
☐ Send completed study consent forms to the CRU in advance of visit

Preparation 3-4 days before the visit:
☐ Give subject directions to the CRU
☐ If sponsor supplies are provided, take them to the CRU
☐ Obtain parking vouchers for the subject if needed.

Preparation 1 day before the visit:
☐ Contact subject to remind them:
  ☐ The visit day, time, place.
  ☐ The key word to identify the study (e.g., PI name, CRU #)
  ☐ Bring medications in original bottles (if applicable)
  ☐ Follow study requirements (fast, special diet, bring log)
☐ Contact the CRU immediately if subject cancels the visit

Day of Admission:
☐ Be present to welcome the subject and assist them to settle in
☐ Deliver signed consent forms to the CRU staff so that the study visit can begin
☐ Clean hands upon entering and exiting a room
☐ Provide the subject a parking voucher if appropriate
☐ Subjects need signed H & P