Checklist for Outpatient Study Coordinators

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

Outpatient Clinic hours
Monday – Friday 7:30 a.m. to 4:00 p.m.
Saturday 7:30 a.m. to 11:00 a.m. the first Saturday of the month
Feinberg: Phone 6-4452  Galter: Phone 6-6143
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:
☐ Call Jacqui (6-4452) before 3 p.m. with 2-3 possible visit times. For next day visits, please call before noon.
☐ If multiple visits are involved, list all dates and time needed
   (e.g., Visit 1: 9/2 from 9-11 a.m.; Visit 2: 9/9 1 hour before 12 p.m.)
☐ 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-prod.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 Visit:
☐ Be present to welcome the subject and assist them to signing 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
☐ Sign the subject out at the reception desk at the end of the visit