Checklist for Inpatient Study Coordinators

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    Fax 6-8450
CRU website: http://www.nucats.northwestern.edu/resources-services/research-study-support/clinical-research-unit

Before Scheduling a subject:

___ Draft physician orders sent to CRU Nurse Liaison.
___ Contact NMH Pharmacy, MRI staff, etc if relevant.
___ Schedule inservice with CRU Nurse Liaison: must have a NMH research account number.
___ PI and coordinator attend inservice.
___ Final orders are signed by PI and sent to CRU Nurse Liaison.
___ E-version of final orders are sent to CRU Nurse Liaison.
___ IRB approval letter and stamped consent sent to RSA.

Scheduling a subject:

___ Call Jacqui at 6-4452 with 2-3 possible visit times.
___ If multiple visits are involved, list all times 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 a CRU registration form (see web-site for form).
___ Fax completed registration form as soon as possible to secure the visit dates.
___ 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 (see attached sheet).
___ If the registration form did not contain it, send a description of the visit to 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 of:
   ___ the visit day, time, place.
   ___ the key word to identify the study.
   ___ to bring medications in original bottles.
   ___ to 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 in settling 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.