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 AM- 4 PM
Saturday 7:30 AM -11 AM as needed (staffed by nursing only on Saturdays)
Phone 6-4452 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 in-service with CRU Nurse Liaison: must have a NMH research account number.
___ PI and coordinator attend in-service.
___ 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 Jacquie Grullon (b/w 6:30 am– 3pm) with 2-3 possible visit times.
___ If multiple visits are involved, list all times needed.
   (e.g., Visit 1: 9/2 from 9-11 am Visi 2: 9/9 1 hr before 12 pm ).
___ 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 if available.

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 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 in signing in.
___ Deliver copies of the signed consent forms to the CRU staff so 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.