

**Saskatoon Centre for Patient-Oriented Research
CLINICAL RESEARCH UNIT CHECKLIST**

Item/Task	Done	Date	N/A
BEFORE USING THE CRU			
<p>Schedule the CRU: Email Sherri at the SCPOR main office (sherri.mattheis@usask.ca) to schedule the Clinical Research Unit.</p> <p><i>Important: If your plans change, please let us know right away. This will allow us to make the room(s) available to someone else.</i></p>			
<p>Confirmation: Receive confirmation of booking.</p>			
<p>CRU Key: Pick up the key at the SCPOR main office – RUH, Room 5681, C Wing.</p>			
<p>Notify Housekeeping: Please call 306-655-2535 at least one week in advance. Provide the room numbers and indicate the dates and time the room will be available for cleaning. (N.B. the rooms will need to be cleaned before and after your use of the CRU).</p>			
<p>Order Linens: Call Donna at 655-8362 to obtain the linens (sheets, towels, gowns, etc.) you will need. Linen Services will bring the linens to the CRU; you must be present at the CRU to receive them. Be sure to keep the linens in the rooms rather than in the hallway, otherwise they are likely to disappear.</p> <p><i>Please: If the beds are not to be used, please do not allow people to sit on them or use the pillows; doing so will require the linens to be changed.</i></p>			
<p>Order Meals: If meals are required, contact Food and Nutrition Services (655-8270) to make the necessary arrangements.</p>			
<p>Notify Critical Care Associates (CCAs): Email Dr. Barry Laubscher (dr.barry@sasktel.net), Head of CCAs at SCH. Tell him the dates and times you will be conducting the study at the CRU.</p>			
<p>Notify Security: Email Dennis Rose, Security Manager, RUH & SCH dennis.rose@saskatoonhealthregion.ca at SHR Security of the following, if applicable:</p> <ul style="list-style-type: none"> • Any overnight stays; include the dates • Any staff who will be arriving outside of regular hospital hours (5:00 am to 9:00 pm); include their names and approximate arrival times; photo ID will be required to enter the hospital. 			
<p>Notify Lab: If you will need to use the lab at SCH in any way, including refrigerator, freezer, lab tech, etc., notify rob.saunders@saskatoonhealthregion.ca (or 655-8286).</p>			
<p>Supplies: The supplies listed below are provided at the CRU for your use. Any other supplies (alcohol swabs, gloves, gauze, IV supplies, bandaids, etc.) you must bring with you. You can contact SCH Supply Distribution (aka “Stores”) at 655-8346 to obtain additional supplies.</p>			

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<p>Available Supplies and Equipment:</p> <ul style="list-style-type: none"> • Two blood pressure machines with SaO2 probes • Two stethoscopes • Two tympanic thermometers with Probe covers • Sharps containers • Glucose monitor • Centrifuge with temperature control • Ice dispenser in refrigerator (limited supply) • Gloves for handling dry ice • Small chest freezer for specimens only (no food); not adequate for long term storage of specimens. • Microwave, kettle, 4-cup coffee maker. <i>Cups, tea, coffee, filters and condiments are not provided.</i> • Small refrigerator for food only (absolutely NO specimens). • 4-wheel cart • One TV in waiting room <p>Note: <i>We keep a limited supply of the disposable items on hand, so if you will need a large quantity of certain items, please let us know in advance so we can order extra.</i></p>			
<p>Contact Number: Make sure that the research participants know the cell phone number of the study coordinator or PI (or both) before the study starts so that they can give it to people who might want to contact them while they are at the CRU. There is no central phone number for the CRU.</p>			
<p>Notify SCH Switchboard: Email Lancey.Bachman@saskatoonhealthregion.ca, Operations Coordinator at the SCH switchboard, with the dates and times you will be using the CRU and contact numbers for the coordinator and PI. This is important in case someone calls asking for a participant who is at the CRU.</p>			
<p>Parking: If you will be reimbursing participants for parking expenses, contact the SCPOR main office (sherri.mattheis@usask.ca, 978-8300) for instructions on use of the parking vouchers</p>			
<p>Emergency Preparedness: The emergency preparedness manual and emergency vest are on the shelf in the supply room. Room 6206.</p> <p>Important: <i>The Study Coordinator should familiarize him or herself with the contents of the emergency preparedness manual before using the CRU.</i></p>			

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WHILE USING THE CRU			
Hallway: The hallway passing through the CRU is a public space and is used by others on their way to other parts of the hospital. Please maintain free passage through the hallway.			
Garbage Disposal: If you need to dispose of garbage, please flatten any cardboard, bag and tie up other garbage and put them in the Housekeeping room 6201 (code 6050*). Note: <i>Garbage bags are available in the kitchen.</i>			
AFTER USING THE CRU			
Notify Housekeeping: Page Housekeeping to let them know the CRU is ready for cleaning. Housekeeping is available between 7:30 am and 11:00 pm. Between 7:30 am and 4:00 pm, page 80505. After 4:00 pm, page 80389. (To make a page, call the switchboard at 655-8000.)			
Linens: Please strip the beds, put the linen in the bags provided and put the bags down the linen chute in Room 6201 (code: 6050*), just outside the main doors to the CRU.			
Clean Equipment: Clean any equipment you used (e.g. BP machines, centrifuge, fridge, etc.). Wipe the exterior of equipment with mild soap and water. DO NOT CLEAN THE INSIDE OF THE CENTRIFUGE; let SCPOR know if it needs cleaning Note: <i>Equipment is not cleaned by Housekeeping.</i>			
Replace Furniture: Please return any furniture (tables, chairs, etc.) that was moved to its original location.			
Return Key: Return the CRU Key as soon as possible to the SCPOR main office, RUH, Room 5681, C Wing.			

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CONTACTS	
Saskatoon Centre for Patient-Oriented Research	
Sherri Mattheis, Senior Administrative Assistant	sherri.mattheis@usask.ca (306) 978-8300
Janet DeGirolamo, Clinical Research Nurse	janet.degirolamo@usask.ca (306) 655-7675 – Nurse Manager’s Office, SCH
Saskatoon Health Region	
Dr. Barry Laubscher, Head of CCAs, Saskatoon City Hospital	dr.barry@sasktel.net
Rosine Garabedian, Manager, Housekeeping	rosine.garabedian@saskatoonhealthregion.ca (306) 655-7159
Energy Centre (Heat Control)	(306) 655-8642
Food and Nutrition Services (Gwen)	(306) 655-8270
Linen Services	(306) 655-8362 (306) 655-4999 (fax)
Lancey Bachman, Operations Coordinator, Switchboard Services, Saskatoon City Hospital	Lancey.Bachman@saskatoonhealthregion.ca (306) 655-1060 (306) 655-1044 (fax)
Mary Kratchmer, Medical Laboratory Technologist, Saskatoon City Hospital	mary.kratchmer@saskatoonhealthregion.ca (306) 655-8286
Supply Distribution (aka “Stores”), Saskatoon City Hospital	(306) 655-8346
For Overnight Stays:	
Bill Briscoe, Security Services Bill will notify security services that there are patients/clients in the SCPOR unit	bill.briscoe@saskatoonhealthregion.ca
Graham Blue, Manager SCH ER	graham.blue@saskatoonhealthregion.ca

Thank you for using the SCPOR Clinical Research Unit

Please let us know if we can do anything to improve the use of the CRU. If something is broken or needs replacing, please notify Sherri Mattheis at (306) 978-8300 or sherri.mattheis@usask.ca.