Clinical Research Rooms (CRR) SOP

ACS2 Facility, Level 4 Alfred Centre

The Clinical Research Rooms (CRR) are located in the Baker Specialist Clinics on Level 4 of the Alfred Centre (ACS2) and support the Baker Institute’s clinical research projects.

1. Approval

a) All studies to be conducted in the CRR must complete the following before commencing research activities:
   - Ethics Approval
   - The Institute’s Notice of Intent (NOI)
   - The Institute’s Clinical Research Rooms (CRR) Declaration form.
   
   Ethics approval must be sought from the Alfred Hospital Human Research Ethics Committee (HREC) if Alfred Hospital patients are involved.

b) Baker Institute’s NOI to conduct clinical research must be submitted to the Institute’s Human Research Governance Office — governance@baker.edu.au

c) The CRR Declaration must be submitted to the Clinical Research Resource Coordinator: Ruth Grigg (RG) for approval.

   This information is required to co-ordinate access to CRR facilities, equipment and consumables and to calculate the cost to projects of using these resources.

2. Induction and medical emergency training

a) Staff must complete CRR induction and emergency training with RG prior to commencing studies.

b) Staff must also complete annual compulsory CPR training organised by the Institute’s OHS department.

3. Bookings

a) Bookings in the first instance should be made through the Outlook Calendar. Each booking should contain the name and contact number of the researcher involved.

b) Additionally, for trials where the booking relates directly to a participant, these should also be entered into VIP.

c) No bookings are to be made without a confirmed participant.

d) Booking times should be limited to the study visit time plus set up and pack up, i.e. do not reserve the room for an entire day to undertake a 4 hour study visit.

e) Please include study name, researcher full name and phone extension in booking.

f) Bookings no longer needed will be cancelled.
4. CRR Central Fund: Consumable stock / Linen supplies and ordering / Equipment

a) Principal Investigators (PI) will be asked to transfer funds to the ‘CRR central fund’ to cover cost of general consumables and linen based on the number of study participants and procedures.

b) A cost of $1000 per laboratory will be invoiced to cover equipment servicing/maintenance and room usage.

c) Any unused funds will be refunded at the end of the calendar year.

5. CRR laboratory, -80C freezer and kitchen maintenance

a) All laboratory users must undergo induction by OHS and a senior user from their own group or RG.

b) CRR and laboratory are to be maintained by individual users to default settings.

c) Kitchen induction to be done by Kym Rickards (KR) and fridge will be maintained by Paul Percival (PP).

d) -80C freezer, Centrifuges, ice machine and hoods will be maintained weekly by the users and annually by the Institute’s Laboratory Operations and Facilities Management departments.

6. Equipment maintenance

a) Individuals using any equipment are responsible for general maintenance of that equipment.

b) Annual calibration of scales, ECG and BP machines will be covered by the CRR central fund and coordinated by Paul Percival.

c) Maintenance and service of Parvometrics metabolic cart and iDXA scanner will be covered by the CRR central fund and coordinated by Andrew Carey — Andrew.Carey@baker.edu.au

d) Maintenance and service of Treadmills will be covered by the CRR central fund and coordinated by Leah Wright — Leah.Wright@baker.edu.au

e) Other specialist equipment service, parts and repair will be funded by individual project funds.

7. Medical emergency equipment, resuscitation trolley and drugs

a) Trolley will be maintained by Kristal Janssen (KJ).

b) Consumables can be requested from RG.

c) Drugs can be requested from KJ. (Drug script from Neale Cohen to be filled from Alfred ground floor pharmacy).

d) Defibrillator is maintained by OHS Department.

8. Housekeeping meetings

All user groups must be represented at regular housekeeping meetings.

Dates and times will be advised by the Clinical Research Resource Coordinator RG.

Correspondence regarding this SOP should be directed to Ruth Grigg — Ruth.Grigg@baker.edu.au

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