

## Standard Operating Procedure

### Clinical Research Rooms (CRR)

Level 4 Alfred Centre, ACS2

#### Responsible people

Name	Laboratory	Location	Contact number
Medini Reddy	Lipid Metabolism and Cardiometabolic Disease	Level 1, Lab 3	Ex. 1706

#### Approval

All studies to be conducted in the CRR **must** complete the following before commencing research activities:

##### Ethics approval

Ethics approval must be sought from the Alfred Hospital Human Research Ethics Committee (HREC) if Alfred Hospital patients are involved.

##### Baker Institute Human Research Governance Applications

Site authorisation must be sought before conducting clinical research. Please submit a Human Research Governance application using the Research Management System. To access the HRG module please visit <https://conduit.baker.edu.au>. Please [refer to the Intranet](#) for more information on the RMS.

##### Baker Institute Clinical Research Rooms (CRR) declaration

The CRR declaration must be submitted to the Clinical Research Resource Coordinator for approval ([medini.reddy@baker.edu.au](mailto:medini.reddy@baker.edu.au)).

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

#### Induction and medical emergency training

- Staff must complete CRR induction and emergency training with the Clinical Research Resource Coordinator (Medini Reddy) prior to commencing studies.
- Staff must also complete annual compulsory CPR training organised by the Baker Institute's OHS team.

#### Bookings

- 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.
- Additionally, for trials where the booking relates directly to a participant, these details should also be entered into VIP.
- No bookings are to be made without a confirmed participant.

- Bookings no longer needed are to be cancelled by the user.

### CRR central fund: consumable stock/linen supplies/equipment

- Principal Investigators (PI) will be asked to transfer funds to the 'CRR central fund' to cover the cost of general consumables and linen based on their number of study participants and procedures.
- A cost of \$500 per laboratory per year will be invoiced to cover equipment servicing/maintenance and room usage.
- Any unused funds will be refunded at the end of the calendar year.

### CRR laboratory, -80 freezer and kitchen maintenance

- All laboratory users must undergo induction with the CRR Coordinator (Medini Reddy) and a senior user from their own group.
- CCR and the laboratory are to be maintained by individual users to default settings.
- Kitchen induction to be done by Ashleigh Homer ([ashleigh.homer@baker.edu.au](mailto:ashleigh.homer@baker.edu.au)) and fridge will be maintained by Paul Percival ([paul.percival@baker.edu.au](mailto:paul.percival@baker.edu.au)).
- The -80C freezer, centrifuges, ice machine and hoods will be maintained weekly by the users and annually by Laboratory Operations and Facilities Management.

### Equipment maintenance

- Individuals using any equipment are responsible for general maintenance of that equipment.
- 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 Parvometics metabolic cart and iDXA scanner will be covered by the CRR central fund and coordinated by Kristel Janssens ([kristel.janssens@baker.edu.au](mailto:kristel.janssens@baker.edu.au)) and Erin Howden ([erin.howden@baker.edu.au](mailto:erin.howden@baker.edu.au)).
- Maintenance and service of the treadmill in the ward will be covered by the CRR central fund and coordinated by Leah Wright ([leah.wright@baker.edu.au](mailto:leah.wright@baker.edu.au)).
- Other specialist equipment service, parts and repair will be funded by individual project funds.

### Medical emergency equipment, resuscitation trolley and drugs

- Trolley will be maintained by Kristel Janssens ([Kristel.Janssens@baker.edu.au](mailto:Kristel.Janssens@baker.edu.au)), Violet Francis ([violet.francis@baker.edu.au](mailto:violet.francis@baker.edu.au)) and Ashleigh Homer ([ashleigh.homer@baker.edu.au](mailto:ashleigh.homer@baker.edu.au)).
- Consumables can be requested from Medini Reddy ([medini.reddy@baker.edu.au](mailto:medini.reddy@baker.edu.au)).
- Drugs can be requested from Kristel Janssens. A drug script from Neale Cohen is to be filled from Alfred ground floor pharmacy.
- The defibrillator is maintained by the Baker Institute OHS team.

## Housekeeping meetings

All user groups must be represented at regular housekeeping meetings.

Dates and times will be advised by the Clinical Research Resource Coordinator (Medini Reddy).

## Version

<b>Custodian</b>	<b>Created</b>	<b>Last review</b>	<b>Next review</b>	<b>Date of effect</b>
Clinical Research Resource Coordinator	January 2018	October 2019	January 2021	January 2020