**CRC subject Visit: Checklist for coordinators to help assure a smooth subject visit:**

* **When scheduling a research subject visit** to the CRC, the CRC requires subject’s:
  + Full name (including middle initial), ID (if known)
  + Date of Birth
  + CRC Protocol #
  + Study ID #
  + Study visit #

NOTE: Please contact the CRC, by email or phone to check that the dates/times are available before confirming with subject. **Email:** [**Ann\_Miller@urmc.rochester.edu**](mailto:Ann_Miller@urmc.rochester.edu) **or call CRC at 275-2907**

* **Paperwork Needed on the CRC:**
  + **Original** **signed orders**, 48 hours ahead of subject visit date. Orders for each visit should reflect specific requirements for that particular visit. Note: An order template is on the CRC website. CRC nurses are happy to assist with order design.
  + A copy of the signed **informed consent** form is required at the research subject’s first visit to the CRC. CRC staff cannot conduct research activities without it.
  + Prior to subject arrival, a copy of your study’s **source document** that the CRC staff will use to document activities: ex. flow sheet/work sheet. CRC staff appreciates time to review flowsheet prior to 1st study visit.
* **Supplies**
  + Prior to subject arrival, appropriately **labeled** tubes for blood draw, urine collection or other procedure are needed on CRC. Any biological sample should never leave the CRC without two (2) identifiers on the label (per SMH policy) & contained in biohazard bag.
  + Lab requisitions for SMH samples
  + **Emergency meds:** necessary to have in CRC prior to administering IV infusion or oral meds. See Jo-Ellen who documents and keeps track of expiration dates, etc.

**TIPS:**

1. Coordinators are encouraged to attend each CRC visit with their research subject.
2. We encourage coordinators to arrive ahead of the subject to as to avoid lengthy waiting time for the research subject. If the subject arrives early, CRC will contact the coordinator.
3. Signed orders, labeled supplies and necessary documentation are required prior to nurse performing research-related activities.
4. Please send amendments to Mary Little, who then enters in CTSI sharepoint.
5. Please schedule CRC inservice approximately 1 month prior to 1st subject visit.
6. Please anticipate nutrition needs:
   1. Enter dietary need in orders.
   2. If you are aware of special diet needs, allergies, intolerances – please inform dietary prior to subject’s visit.
   3. There are limited supplies on the CRC, so meals need to be ordered in-advance to provide for the subjects appropriately.