**Preparing for a CRC In-service**

Please present the following information and bring 5 copies of the necessary documents\* to facilitate your 30 minute in-service meeting with the CRC staff.

Meeting Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CRC Protocol # \_\_\_\_\_\_\_\_\_\_\_**

Protocol Title (Nickname):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator names: 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Protocol synopsis:**

Any Adverse Events reported? / NA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Orders**: Bring orders to discuss your study and CRC nursing involvement. For assistance, see order template on the web site or contact the CRC (275-2907) if you would like additional assistance. The CRC must review orders before the final copy.

**\*Source Documents:** Bring all \*flowsheets, \*POCT requisitions, and \*URMC Lab requisitions created for your study. Please email Deborah Street for URMC lab req. design assistance.

**Sample Collection/ Labeled Kits:** List processing instructions on orders or provide the processing section of your protocol lab manual if the kit does not contain processing instructions. Temporary sample storage: -20 or -80 freezers.

**Parking**: Two “CRC” designated parking spaces are provided in the Whipple Circle on a first come basis. The CRC does not provide vouchers for any parking lots. Please inform your subjects if parking vouchers are/ are not offered by your study team.

**Nutrition needs**: The CRC will provide a meal for visits longer than four hours. A light snack or juice is provided for subjects after fasting. Notify us ahead if subject has allergies/ food issues.

 **Emergency medications:** Consult with your primary investigator if rescue medication is needed at the CRC for medication administration. The coordinator will obtain and deliver them to the CRC prior to the beginning of the study. Medications will be listed on the signed orders. The CRC will notify the coordinator for a replacement if medication is near its expiration date.