PEAK LAB Coordinator Guidelines

# Appointment Scheduling

E-mail the following to [michelle\_porto@urmc.rochester.edu](mailto:michelle_porto@urmc.rochester.edu)

1. Par-Q+
2. Informed Consent
3. Eligibility sheet/CVD risk
4. Signed eligibility form
5. PEAK appointment date/time request (please include any CRC/blood draw times if the PEAK parking spot will be utilized for that appointment)

* PEAK will send an outlook invitation with the confirmed date/time

# Equipment requests

E-mail actigraphy/pedometer requests to [michelle\_porto@urmc.rochester.edu](mailto:michelle_porto@urmc.rochester.edu)

* Acitgraph/pedometer should be available within 24 hours of request and an e-mail will let you know it is ready for pick-up

# **Exercise Test Instructions**

**Distribute exercise test instructions to participant**

# **Parking**

Distribute parking information to participant

1. Pick up permit from PEAK Lab
2. Meet participant at PEAK Lab spot 15 minutes prior to appointment
3. Instruct participant to place permit on dashboard
4. Return permit to PEAK Lab at end of appointment

# **Coordinator Regulatory**

Please make copies for PEAK Lab on an annual basis

1. HSPP
2. CPR/AED
3. EH&S Phlebotomist Study Coordinator
4. PEAK Lab safety training

# ****Study Regulatory****

**Please make copies for PEAK Lab on an annual basis**

1. **Protocol**
2. **PRC approval**
3. **CRC approval**
4. **IBC if appropriate**
5. **Amendments**