How to schedule participants on the CRU

How to schedule a visit to the CRU: using Outlook Calendar. (Please try to have scheduling requests for the next day done prior to 1200 the day before the visit. Requests received after this time will need to be approved by CRU management. If a late scheduling request for the next day is unavoidable, please call 356-1061 and inform RN staff to make an appointment. The RN staff may seek the guidance of the manager for questions concerning late appointments)

1. To: crcscheduling@healthcare.uiowa.edu
2. Also, if you need the procedure room: cruprocedureroom@healthcare.uiowa.edu
3. Subject window: PI name, and CRU protocol number (Smith 0123)
4. Location window: this is where you ask for the type of room needed:
   - Exam: includes an exam table, workstation, and exam materials
   - Consult: includes tables, chairs, and a workstation
   - Procedure: a larger space used for many types of procedures.
   - Infusion bay: includes carrels with mainly recliners, but 2 with beds. Carrels include call systems, TVs, and telephones. Suitable for multi-hour stays, and close observation.
   - Overnight beds: by request, and only for true overnight stays.
5. Start time window: fill these windows with the date, and time, of the visit request
6. End time window: estimate the time the study will conclude, and the participant will leave the requested room.
7. Text window:
   - Name and MRN of participant. If subject has no MRN, need to supply FULL name, FULL address and Date of Birth. Phone number is desirable.
   - Specific visit (if applicable). This text should reflect the name of the visit assigned to the order being used for the visit. The name of the order should be traceable to the protocol schedule of events.
   - If your visit requires multiple types of rooms, give a very clear sequence of the types of rooms needed, in the order needed, and the expected duration of time in each room.
   - Any special equipment or any unusual aspects to the visit (known resistant organisms, mobility issues, communication issues).
   - Complicating/conflicting situations (for example, subject needs to “break away” from CRU visit to do DEXA/MRI etc and will then come back to CRU to finish study).
   - Request an RN if one is needed for the study. If an RN is not requested, the study will be assigned to non-licensed staff.