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# Clinical Research Enterprise (CRE)

## Standard Operating Procedures

### CH20 Research Clinic Rules and Regulations

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**SOP #:1.21**

**Version:** 1.0

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**Approval:** Approved By **Date**

*Gjiner* \_\_\_\_\_ 09/10/2024

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**Revision**      **Version**      **Effective Date**      **Description**

**History:**

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#### Purpose

This SOP outlines the rules and regulations for clinical operations at the CH20 Research Clinic.

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#### References

- N/A
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#### Scope

This SOP applies to all clinic users utilizing the CH20 Research Clinic.

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#### Allowable Exceptions

This SOP is meant to be followed without deviation.

#### Managing Non-Compliance

Any deviation should be reported to the Clinic Manager. Corrective actions will be taken in case of non-compliance to ensure smooth clinic operations.

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#### Procedures:

##### 1. Clinic Room and Equipment Use:

- No study supplies or equipment should be left in exam rooms after use.
  - Exam room furniture must remain in its designated exam room at all times.
  - Clinic equipment should not be removed from the CH20 Research Clinic under any circumstances.
  - All clinic equipment must be kept clear from walkways, either pushed against a wall or placed in an exam room.
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- e. Employees utilizing exam rooms must ensure that the room is disinfected after each visit.
  - f. Any damaged or broken equipment must be reported to the Clinic Manager immediately.
2. **Office and Medical Supplies:**
    - a. Office supplies should not be stored in exam rooms or mixed with medical supplies in prep stations.
    - b. Expired supplies must be removed from clinic areas immediately. The study coordinator will be contacted for the proper destruction of expired materials.
  3. **Scheduling Visits:**
    - a. All visits must be scheduled through REDCap and updated promptly if rescheduled or canceled.
  4. **Protection of Confidential Information:**
    - a. No regulatory binders or protected health information (PHI) should be left out in clinic spaces.
  5. **Sharps and Biohazards:**
    - a. All sharps must be securely stored in a designated locked area.
    - b. Biohazardous materials and sharps must be disposed of in accordance with proper safety protocols.
    - c. Sharps used in exam rooms should be discarded in wall-mounted containers, while all other disposals should be directed to the designated lab area in room 232.
  6. **Storage Rules:**
    - a. Study supplies must be kept in designated areas, excluding exam rooms, clinic stations, and prep-stations.
    - b. All supplies must be labeled with the study name, coordinator's first and last name, and department.
    - c. Supplies should be stored in sealed containers or clear Ziploc bags, not in corrugated cardboard boxes.
  7. **Food and Drink Policy:**
    - a. No food or drinks are allowed in clinic areas, including clinic stations, prep-stations, or exam rooms. (An exception is made for study-related procedures.)
    - b. Staff should eat in the 3rd-floor break room or other designated areas.
  8. **Safety and Facility Maintenance:**
    - a. All clinic items must be stored at least 24 inches below the ceiling and liquids stored at or below eye level.
    - b. Electronics and supplies must be off the floor in case of flooding.
    - c. No door decorations are allowed and all items posted in the clinic must be laminated or have plastic coverings in case of fire.