
Clinical Research Enterprise (CRE)

Standard Operating Procedures

CH20 Research Clinic Rules and Regulations

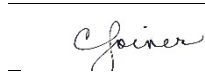
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Approval: **Approved By**

Date



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Revision	Version	Effective Date	Description
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History:

Purpose

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

References

- N/A

Scope

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

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.

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.

- 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.