

Instructions for Research Use of Outpatient Exam Rooms on the 6th Floor of the CHH1

ORIENTATION:

- Prior to using the exam rooms for the first time, study teams are required to review this user guide.
- **ALL** study team members that will be using the space will be asked to sign a contract attesting that they understand the guidelines for utilizing the space.
- If you would like CTRC staff to walk through the space with you, please contact ctrc@ohsu.edu at least 2 weeks prior to the first scheduled research visit.

DESCRIPTION OF SPACE:

- Five outpatient exam rooms on the 6th floor of CHH1 have been designated for outpatient research visits. See the scheduling section of this document for the room numbers.
- The rooms are equipped with an exam table, a small table, 2 chairs, sink, oxygen wall hook-ups (medical gases), sharps containers, and a computer workstation with Epic capability. The following items are available in each room: gloves, hand sanitizer, cleaning wipes, soap/paper towels at sink, and exam table paper. There are no other supplies or equipment in the rooms including vital sign machines, otoscopes, or ophthalmoscopes. Study teams will need to provide their own supplies and equipment if needed for research visits. *Note: No latex gloves or other latex are allowed in the exam rooms.*
- There is no secured storage space in the area, but study teams are welcome to store supplies in the large rooms near the exam rooms marked Research Shared Supply Room. Please read the section marked supply rooms below for more information about using these rooms.
- Conference room 6052 can be used as a work room and can be reserved via the 25Live scheduling program. This room is for quiet work and should not be used for participant interactions.
- A printer is available in staff office room 6040B. This printer will be maintained by KCVI but will be available to all study teams and is accessible by OHSU badge.
- Bathrooms. The bathroom designated for research use is the one closest to the exam rooms. This door is clearly marked Clinical Research Participant Bathroom.
- There is a shared OHSU label maker and code-cart located in room 6198 near the nursing station. You can identify the location on the floor plan at the end of this document.

ALLOWABLE STUDY VISITS:

What type of study visits are appropriate for this space:

- Exam room-only visits (no phlebotomy or other bio-specimen collection, therapeutic agent administration, or invasive procedures). These visits require the presence of a study team member (ex. study coordinator, RA).
- Sample collection visits (phlebotomy, finger stick, urine, sputum, stool, etc.). These visits require the presence of a study team member who is qualified, trained, and working within their scope of job role and practice in the collection of relevant samples (ex. phlebotomy training). If studies require point of care testing (POCT) that is the responsibility of the study team. Sample collection supplies are the responsibility of the study team. There is no on-site equipment or dedicated space for sample processing, so sample processing must occur off-site.
- There is no way to place orders in Epic for these rooms, so research visits that require Epic scheduling cannot be conducted in the rooms. You can access Epic in these rooms; however, the study visit will not be linked to an exam room.

CONDUCTING STUDY VISITS:

- It is the responsibility of the study team to meet participants in CHH1, ideally on the 6th floor outside the elevator banks. Participants may wait in the waiting area if the study coordinator is not immediately available. The lobby is shared with all other clinics using this space.
- Participants should not bother staff on the 6th floor lobby area at the circular check-in desks.
- The study team should have in place a way for the participant to communicate with a team member in case issues arise.
- Due to the volume of study visits and other OHSU services using this space, signage is not allowed in the lobby for specific studies.
- If the visit requires a longer time period than scheduled, the study team should check the Outlook calendar to make sure the room has not been reserved by another study team.
- Parking and tram passes are the responsibility of the study team.
- The exam rooms and storage room are not locked. Valuable equipment and supplies should not be left in the exam rooms or storage room.
- Please take all documentation with you and check the printer before you leave to ensure no HIPAA protected information is left behind.
- Research Medications: The space does not provide a location to safely store study medication. Per OHSU policy, all medication must be in a locked/secure place and not left unattended. Study teams should procure medications from research pharmacy.

EMERGENCY RESPONSE:

If you experience an event where you need immediate clinical support, please contact rapid response. All rooms have an 'Emergency Response Resource Guide' in the room. If you need to report an emergency, please refer to the guide for the phone number, use the phone located at the clinic nursing station, and share the following with person responding to your call:

- Your Name
- Your location: CHH 6th floor, research/clinic space, exam room XXX (or other exact location)
- Your emergency (reason for the call)

If there is a medical/clinical emergency, in addition, please also obtain the crash-cart and place outside the exam room and/or in the location of the event.

CLEANING OF ROOMS:

- Study staff are expected to clean the rooms after use and prepare the room for the next user.
- The exam table must be wiped down after each use by the study team. Wipes will be provided in each room.
- Please return the room to its original layout after use. **Furniture items were placed in a way that support fire code and ADA guidelines.**

USE OF SUPPLY ROOMS:

- Rooms 6191, 6183, and 6185 have been marked as supply rooms for study teams to use while on CHH1. Please only use these rooms for storage and keep the area clean and uncluttered.
- There are no storage shelves provided in the supply rooms, you are welcome to bring a cart or item to store your items. If you do, please mark your storage item with your study team name, contact, and phone number or e-mail.
- Per OHSU policy,
 - We are not allowed to place items that may fully or partially block the doors.
 - No food (including water) may be stored on the floor.
 - No cardboard items can be on the floor and must be at least 18 inches from the ceiling.
 - No expired product can be brought into or stored in this space.
 - Please ensure the items are stored in a way that support ADA.
- For questions regarding the use of the supply rooms please e-mail ctrc@ohsu.edu.

SCHEDULING:

Our directive when asked to create a space for research study teams was 1) ensure equitable access for all study teams; and 2) demonstrate this space is being used often enough to justify continued use of all or part of this space after June 2025. To support this directive, we have implemented the following guidelines:

- Hours of operation: 7 am – 5:30 pm M-F. Due to building safety restrictions weekend and after hour visits are not allowed.
- Each visit needs to be scheduled independently for us to capture an accurate census. When scheduling study visits, if you have several consecutive visits occurring in the same room, please schedule the rooms for each individual visit (the length of one visit) rather than the whole block of time you are using the room.
- When scheduling study visits, we ask you only schedule study visits when you have study participants, rather than schedule the space hoping/planning to fill the slot and no more than 3 months out at a time.
- Please plan enough time to clean the exam room after your study visit so it is ready for the next person using the room.
- The visit calendar will be monitored at regular intervals by the CTRC director and administrator to assess utilization and ensure equitable access. The CTRC director will adjudicate conflicts.
- The CHH1 6th floor space is shared with KCVI but they will not use the dedicated research exam rooms. **Study participants are not allowed in areas aside from the five exam rooms and assigned bathroom.**
- A shared Outlook calendar is used to schedule visits; there will be no dedicated central scheduler. Study teams will be responsible for entering accurate data into the calendar.
 - The Outlook calendar can be accessed one of two ways:
 - From your outlook calendar select “New Meeting” and click “To”.
 - In the Search field type in “CHH1 Exam Room” and you will find the following list: CHH1 Exam Room 8, CHH1 Exam Room 9, CHH1 Exam Room 10, CHH1 Exam Room 11, and CHH1 Exam Room 12.
 - Double click on an exam room to put it in the “Required” field and click “OK”.
 - Click on “Scheduling Assistant” to check the room availability.

OR

- From your outlook calendar select “New Meeting” and click “To”.
 - Under Address Book click on the drop down menu and select “All Rooms”.
 - In the Search field type in “CHH1 Exam Room” and you will find the following list: CHH1 Exam Room 8, CHH1 Exam Room 9, CHH1 Exam Room 10, CHH1 Exam Room 11, and CHH1 Exam Room 12.
 - Double click on an exam room to put it in the “Required” field and click “OK”.
 - Click on “Scheduling Assistant” to check the room availability.
- Please refer to the floor plan at the end of this document for the location of exam rooms.
 - Check room availability to make sure there are no other reservations for your selected day/time.
 - Once you check room availability send a calendar appointment to this room.
 - **Include your protocol title and IRB number, PI, and contact person, including an email contact.** Do not use participant names, birth dates, or other identifiable information.

- Time to clean rooms must be built into visit duration. This may vary, but in general should be at least 15 minutes. **The exam table must be wiped down after each use by the study team.**
- Once you receive a confirmation e-mail that your appointment is "accepted" your meeting has been confirmed. You will receive a "declined" e-mail if the room has already been scheduled, although the meeting will still appear on your Outlook calendar.
- Please cancel appointments from the calendar if the appointment won't be kept, to ensure that others can use the space. Do not cancel or delete reservations other than your own.
- If you have any questions about the scheduling calendar, please contact Kelli Frost, CTRC Administrative Manager, at ctrc@ohsu.edu

OVERSIGHT AND COMMUNICATION ISSUES:

- This space is designed to be as "self-serve" as possible, to facilitate efficient and low-cost utilization. This puts the responsibility on the study teams for accurate scheduling, efficient use of rooms, cleaning up after visits, and respect for other study teams.
- The CTRC program director will monitor room utilization on a regular basis to ensure efficient and fair use of the rooms.
- The CTRC program director or their designee will provide mediation and problem solving between study teams if there is a conflict. Please contact Dr. Mary Samuels (samuelsm@ohsu.edu) with concerns.
- **The hospital has allocated these rooms for research use through June 30, 2025. Use of the rooms by research teams beyond that time is not assured and may be dependent on utilization of the rooms until that time. Utilization will be tracked via the Outlook scheduling calendar.**

To support the two directives that will allow us to demonstrate this space is valued by OHSU research community beyond June 30, 2025, we ask that study teams diligently schedule all research visits using the Outlook calendar and do not use the space without scheduling visits.

CONTACT LIST:

CTRC Administrative Manager, Kelli Frost ctrc@ohsu.edu

Scheduling questions, arranging a tour, exam room usage, and notification when the room supplies are running low (i.e., exam room is out of gloves, wipes, paper, etc.).

CTRC Program Director, Dr. Mary Samuels samuelsm@ohsu.edu

Primary contact for questions, concerns, and problem solving.

OCTRI Sponsored Research Clinic Space



