Clinical Research Center (CRC)
CRC Scheduling Request
(C-04-01)

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1. Purpose:

1.1. To describe the process for requesting and scheduling Clinical Research Center (CRC) support.

2. Scope:

2.1. This procedure applies to clinical research protocols for which CRC support is requested/provided.

3. Procedures:

3.1. CRC support is initiated after study team has received all regulatory and administrative approval.

3.2. CRC provides support to investigators for nursing as well space need.

3.3. Requests for CRC Support and Scheduling:

3.3.1. A request for CRC support is sent via email at crc-support@bcm.edu at least two weeks before the planned visit date.

3.3.2. Request includes the following information:

3.3.2.1. Study Number/Name
3.3.2.2. Subject Demographic (Patient name, Date of Birth/MRN, Race and ethnicity, Address, Phone number)
3.3.2.3. Visit Name
3.3.2.4. Length of visit
3.3.2.5. Description of nursing procedure

3.3.3. Request includes the following documents as applicable:

- Subject Registration form
- Physician order
- Signed consent form
- Signed eligibility checklist (not applicable for screening visit)
- Any other documents as applicable for the visit.

3.4. Based on availability of nursing personnel and space, priority may be given to studies with high acuity subject population.

3.5. CRC nurse manager sends confirmation email to study team along with assign CRC nurse for that visit as applicable.

3.6. All CRC visits are registered in the Electronic Medical Record (EMR) and shared CRC outlook calendar.

3.7. Study team may get read only access to CRC outlook calendar to view visit and study assignment.

3.8. Any changes in scheduling or cancellations is communicated to CRC nurse manager as soon as possible.

3.9. Study team requesting CRC space are responsible for cleaning CRC room after the visit.

4. MATERIALS AND REFERENCES:

4.1. Subject Registration form

5. VERSION/REVISION HISTORY:

Approval Date	Version	Revision Summary
10/10/22	1	