

# Seattle Cancer Care Alliance

## Administrative Policies and Operating Procedures

**Section:** Administration

**Policy Title:** Use of Clinical Space for Research-only Patient Activities

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### Policy

The SCCA is committed to supporting our partners' research missions and will work with the research staff members to facilitate their needs for research patient visits. Research staff can use examination and consult rooms to meet with SCCA patients for non-invasive, research-only activities (e.g., discuss time commitment required for study participation, answer study-related questions/concerns). These rooms will be made available without cost to the study or the patient. Rooms will be scheduled based on space availability with priority given to patient clinical visits. Any use of clinical space for research activities beyond these parameters requires prior administrative approval. Please contact the Research Implementation Office (288-1287) to initiate approval of the research activity.

It is important to note that patients coming in for clinically required care have priority for clinic space. However, the SCCA is committed to working with the research staff members to facilitate their needs for research patient visits. Below is information on how to arrange for use of clinic examination room space at the SCCA clinic. The SCCA requests that research staff work within these guidelines but as unexpected needs arise, please contact either the 3<sup>rd</sup> floor administrative assistant (288-6873), the 4<sup>th</sup> Floor Support Staff Supervisor (288-1254), or the 6<sup>th</sup> Floor Patient Flow Coordinator (288-1302) for assistance.

### Procedure

#### Use of Clinical Space on the 3<sup>rd</sup> and 4<sup>th</sup> Floor

Below are the days and times when 3<sup>rd</sup> and 4<sup>th</sup> floor examination and consult rooms are most likely available for research-only activity:

Below is 3<sup>rd</sup> floor

Monday	Tuesday	Wednesday	Thursday	Friday
7:30-9:30 a.m.	open	7:30-8:00 a.m.	7:30-8:00 a.m.	7:30-10:00 a.m.
4:00-5:00 p.m.	4:00-5:00 p.m.	4:00-5:00 p.m.	4:00-5:00 p.m.	4:00-5:00 p.m.

Below is 4<sup>th</sup> floor

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 to 10:30 am	7:30 to 8:00 am	7:30 to 8:00 am	7:30 to 10:30 am	open
4:00 to 5:00 pm	4:00 to 5:00 pm	4:00 to 5:00 pm	4:00 to 5:00 pm	open

Research staff will be responsible for:

1. Contacting the appropriate team coordinator to arrange for the room.
2. Completing a Scheduling Request Order (SRO) and routing it to the team coordinator so that the room will be reserved in Cadence, the scheduling software system. SRO should include the following information: "Please schedule a CLINICAL TRIALS DISCUSSION- (15 or 30) minutes with (the SCCA Clinical Trials Coordinator/RN's name) with MO Exam

Room on (date and time).” Please include your pager and/or phone number. Blank SRO’s are kept at the 3<sup>rd</sup> and 4<sup>th</sup> floor front desk.

3. Upon arriving at the clinic, research staff will check with a clinic nurse for the specific room available.

If a research staff member plans to meet with a patient briefly in conjunction with a clinical visit or is asked to meet with the patient by a physician, they may do so without contacting the team coordinator in advance if the research study staff member:

1. Notifies the Support Staff Supervisor, Melanie Shipley, in person, by pager (997-8595) or by phone (288-1254) the same day of the visit that they will be seeing the patient and at what time. If unable to reach the Support Staff Supervisor, contact Melanie Shipley (288-1205; pager 540-4798) or the 4<sup>th</sup> floor clinic nurses (288-1160).
2. Limits their time with the patient to less than 10 minutes, as much as possible. If you will need to meet with the patient for more than 10 minutes, notify the Support Staff Supervisor (or the back-up contact), who will attempt to locate a room that can be used for a longer period of time.
3. If the patient is being seen on the third floor then please notify the administrative assistant at 288-6873

### **Use of Clinical Space on the 6<sup>th</sup> Floor**

Typically there are exam rooms available between 8-9 a.m. and 4-5 p.m. each day. If at all possible, research staff members are encouraged to schedule their research-only visit at these times.

The research staff member will contact the patient’s team coordinator to schedule the appointment and provide the team coordinator with:

- Patient name and U-number
- Type of room needed (consult or examination and if the exam room needs to have a bed or just an exam table)
- Date and preferred time
- Length of time the room will be needed

If a research staff member plans to see a patient briefly at the end of a routine clinical visit they may do so without calling the team coordinator if the research staff member:

- Alerts the Patient Flow Coordinator (288-1302) the same day either by phone or by stopping by the Patient Flow desk, which is between rooms 11 and 12, and letting the Patient Flow Coordinator know that you will be seeing the patient after the team leaves the room.
- Limit their time with the patient to less than 10 minutes. If they don’t require an exam room for this brief visit, the Patient Flow Coordinator may ask the research staff member to use a different room in order to make the exam room available for the next clinic patient.

### **Approval**

<b>Director:</b>	Aleana Waite	<b>Approval Date:(this version)</b>	11/3/06
<b>Process Owner:</b>	Steve Johnson	<b>Next Review Due:</b>	10/30/09

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<b>Reviewer</b>	<b>Date Reviewed</b>
Research Implementation Executive Steering Committee	8/27/03
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