

**Scheduling Participants in the Clinical and Translational
Research Center Inpatient Unit in Multnomah Pavilion 2SE**

- Send all scheduling requests via email to **OCTRI Scheduling**
(octrisch@ohsu.edu)
- Subject line convention: Protocol Number: Subject initials, visit name and unit for visit
(Example: **PROTOCOL 1000: Subject ABC, Visit 3 on 2SE**)

Please include the following information in the text of your request:

- OCTRI Study protocol number
- Date and time of admission (start and stop dates/times)
- Name of participant
- Birth date
- Medical record number
- Visit number or Visit name. *This is important so that visit-specific documents are prepared as appropriate.*
- Study ID Number (*if applicable*)
- Room Requirements
Do you need a bed with private bath or a room with two beds (subject and caregiver)?

- Open: Daily with exception of every other weekend closure. See CTRC calendar for details.
- In order to best meet your needs, we encourage you to schedule at least one month in advance
- **Physicians Orders must be received at least 2 business days in advance to ensure proper and timely set-up of the study elements.**
- Initiation meetings and in-service meetings must be completed in advance of first admission.

CTRC 2SE/Multnomah Pavilion
PHONE: 503-494-7602 (Nurse's station)
503-494-0163 (for scheduling concerns)

FAX: 503-494-6109