



# CHH 1

## 6<sup>th</sup> Floor Research Clinic

We are thrilled to share this research opportunity with you !!

This virtual tour must be completed before  
utilizing the CHH1 Research Clinic

ANY QUESTIONS, PLEASE CONTACT

[CTRC@OHSU.EDU](mailto:CTRC@OHSU.EDU)

# 3 documents included in your CHH Tour & Orientation Packet

## **CHH 6<sup>th</sup> Floor Clinical Research Use Guide**

Please refer to this guide during this power point presentation.  
Going forward, this document will be referred to as 'Use Guide'

## **CHH 6<sup>th</sup> Floor Agreement Document**

Please complete this document after you have read the Use Guide  
and this Powerpoint presentation

## **CHH 6<sup>th</sup> Floor PowerPoint Tour**

This is the document you are viewing now



# CHH Research Space and Use Orientation Tour

**There are 3 important directives from research office**

1. Schedule your study visits and keep the study visits accurate
  1. You will be given scheduling instructions after you complete this virtual tour and the agreement document
  2. This space is on loan from the hospital - space utilization will be reviewed to determine if research is maximizing this space , so an accurate and complete census is key
2. This space must be offered fairly/equitably to all research staff
3. The area is required to meet all DNV and OHSU environmental safety and infection control guidelines

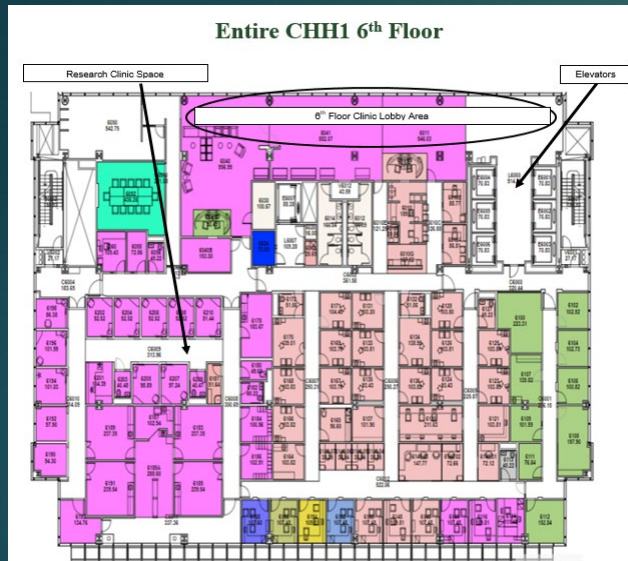


# DNV, OHSU environmental safety, and infection control guidelines

1. No invasive procedures without a discussion with CTSC admin to ensure you have the safety/staff per OHA law and OHSU policy
2. No boxes of items on the floor. All stored items must be on a shelf
3. No expired items (in the exam room or storage rooms)
4. All medication must be in a locked cabinet (not sitting on the counter in the exam room- unless participant is in the room and you are discussing/administering the medication)
5. No latex gloves or other latex items in the room
6. Refer to OHSU DNV <https://o2.ohsu.edu/regulatory-affairs/dnv-preparedness> for more information

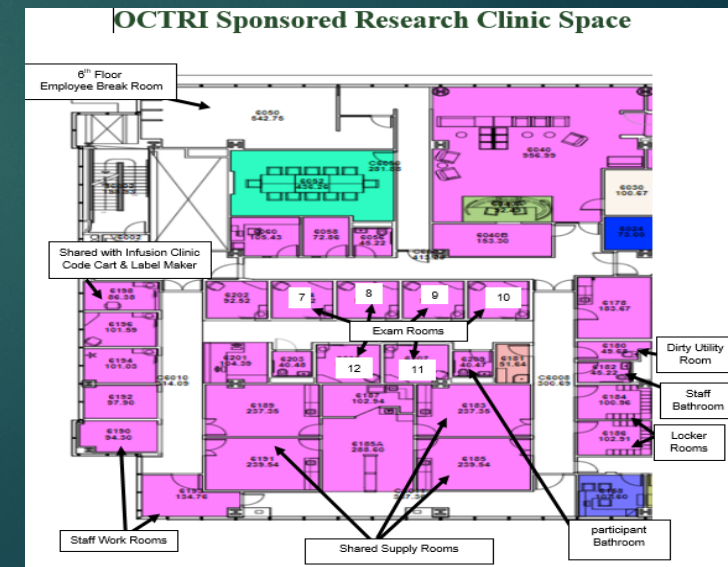


# CHH Orientation Tour



The floor plan for entire 6<sup>th</sup> floor and the research dedicated space is included in the CHH Tour and Orientation Packet

Please refer to the last 2 pages of the document 'Use Guide'





# CHH Orientation Tour

**Before We Begin the tour part of the orientation,  
Please Review The Following Sections in the 'Use Guide'**

- ▶ Orientation Tour
- ▶ Description of Space
- ▶ Allowable Study Visits
- ▶ Conducting Study Visits
- ▶ Cleaning of Rooms
- ▶ Use of Supply Rooms



# Start Tour 6<sup>th</sup> Floor Elevators

## Review of Lobby & Shared Space

Entire CHH1 6<sup>th</sup> Floor



- ▶ 6<sup>th</sup> Floor Lobby –this is a great place to meet/greet your study participant
- ▶ You are welcome to use the CHH break room
- ▶ You are welcome to use the CHH Conference Room – scheduled through iConference- see Use Guide for more details



# CHH 6<sup>th</sup> Floor Research Orientation Tour



The research space is accessed through the furthest lobby from the elevators on 6<sup>th</sup> floor of CHH1

There are two sets of doors you need to enter prior to arriving at the exam rooms

The space between the first and second door, you will notice a very long hallway on both sides.

The hallway to the right, is where you can perform timed walking trials.



# CHH Orientation Tour

Photos of these spaces here

Photos of these spaces here

Photos of these spaces here

Photos of these spaces here

Photos of these spaces here

- ▶ **Code Cart & OHSU Label Maker** –Infusion shares this with research
- ▶ **Research participant bathroom** – research dedicated space
- ▶ **Staff Bathroom** - shared space, code for the locker room is on the key code
- ▶ **Dirty Utility Room** – shared space (OHSU staff only)
- ▶ **Lockers** – shared space, code for the locker room is on the key code (OHSU staff only)



# CHH Orientation Tour

## Workrooms and Supply Rooms

Photos of these  
spaces here

Photos of space  
here

- ▶ **Staff Work Rooms**- research dedicated space with computers and a printer/scanner. There are other work areas along the back hallway you are welcome to use
- ▶ **Shared Supplies Rooms** – research dedicated space to be shared with all research users (OHSU staff only)



# CHH Orientation Tour

## Exam Rooms

Photos of space  
here

- ▶ Allowable Study Visits
- ▶ Conducting Study Visits
- ▶ Furniture placement to support fire code and ADA guidelines.
- ▶ Cleaning of Exam Rooms
- ▶ Emergency Response

Please refer to Use Guide Description of space



# Scheduling Study Visits

- ▶ Review 'Use Guide" scheduling
- ▶ An easy method to schedule is to create an email list/group of all the exam rooms
- ▶ Importance of scheduling accuracy
- ▶ Clinic hours



# Contact Info


- ▶ **CTRC Program Director, Dr Mary Samuels** ([samuelsm@ohsu.edu](mailto:samuelsm@ohsu.edu))  
Primary contact for concerns and problem solving.
- ▶ **CTRC Email** [ctrc@ohsu.edu](mailto:ctrc@ohsu.edu)  
Scheduling, supply restocking, and general questions/needs



# You have completed the CHH Orientation Tour

Please fill out the Agreement form

Please send the completed form to [ctrc@ohsu.edu](mailto:ctrc@ohsu.edu)

 **OCTRI** OREGON CLINICAL  
TRANSLATIONAL  
RESEARCH INSTITUTE

**CHH1 6<sup>TH</sup> FLOOR OUTPATIENT EXAM ROOM  
USE FOR RESEARCH VISITS AGREEMENT**

1. I have read the instructions for use of CHH2 Outpatient Exam Rooms
2. I have been given tour and orientation of the space.
3. I understand I am responsible to schedule the time I have used in the space
4. I understand if I need more time during the visit, I will check to ensure I can extend my time in the scheduling system
5. I understand I am responsible to clean the exam room after each study visit. If I have more than one study visit within the same room, I will clean the area between each study visits
6. I understand this area is not a secure area. I will follow OHSU policy and protocol guidelines with regards to HIPAA requirements and safe storing of study supplies, medication, and/or equipment.
7. This area is not staffed with nursing staff.
  - a. Study staff will know the location of the crash cart and safety exits
  - b. Study staff will know the location of the emergency resource book
  - c. Resource book will serve as a guide for study staff regarding what service to contact when/if an emergency occurs.
8. Failure to follow these guidelines may result in evoking permission to use exam rooms during clinic after hours.

I have reviewed and understand this agreement document

| Study Program Name | Printed Staff Name | Signature | Printed Name of Supervisor | Date |
|--------------------|--------------------|-----------|----------------------------|------|
|                    |                    |           |                            |      |
|                    |                    |           |                            |      |
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This form was included in the CHH Tour and Orientation Packet

**Based on feedback from other study teams,  
it is highly recommended you review this  
presentation at the same time you are at  
CHH 6<sup>th</sup> floor prior your first study visit**