Requesting CCRC Services: Step-By-Step Guide

http://www.ucdmc.ucdavis.edu/ctsc/area/crc/index.html

REQUESTING CCRC SERVICES

NOTE: General hours of operation are 7 am to 5 pm

1. Request a quote for services from Karimeh and Seyda Elias by sending an e-mail to them. In your request add a brief description of the study, what services you are requesting, and who the PI is. They will respond back with an e-mail asking for more information based on what your needs are. Completed responses received by Wednesdays at 11:55 pm will typically have a budget estimate by the same week Friday.

2. Build costs into the sponsor’s budget. (Occurs during contract/budget negotiations)
   a. Lab: Jojie and Wei are available up to 1:30 pm to process the specimens if requested. From 1:30 pm to 5 pm RN staff can process specimens. Lab also may be used by CRC’s to process specimens for a fee.
   b. Nursing: Includes all nursing services. Monitoring, IP administration, central line access, Port-A-Cath access.

3. Submit an AFRU once sponsor budget/contract is approved, request the AFRU by clicking the “Request Services” link on CTSC website under CCRC tab, as shown above.

4. Include CCRC personnel in SIV. Schedule SIV visit day to include a meeting time at CCRC with applicable staff present.

5. Karimeh schedules a start-up visit to discuss logistics prior to first patient visit

6. Start-up meetings go over implementation of protocol at CCRC, scheduling, orders, and CRC requirements for study visit days.

7. Provide DaFis account to Seyda if not included in original AFRU for study billing
   a. Monthly billing – invoice sent via email to the CRC, Finance analyst and PI for approval (from Seyda and/or Sandy)
   b. Once approved the internal billing process will be initiated. If no response to approval request within 5 days, the charge will be processed.
PERSONNEL INFORMATION

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Nurse Manager</td>
<td>Karimeh Borghei</td>
<td><a href="mailto:kborghei@ucdavis.edu">kborghei@ucdavis.edu</a></td>
<td>M, W, Th, F</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>Seyda Elias</td>
<td><a href="mailto:syelias@ucdavis.edu">syelias@ucdavis.edu</a></td>
<td>M-F 8 am to 4 pm</td>
</tr>
<tr>
<td>Lab Contact/Phlebotomist</td>
<td>Rogelio “Jojie” Almario</td>
<td><a href="mailto:rualmario@ucdavis.edu">rualmario@ucdavis.edu</a></td>
<td>M-F 8am-1:30pm</td>
</tr>
<tr>
<td>Nurse</td>
<td>Josey Wong</td>
<td><a href="mailto:mrswong@ucdavis.edu">mrswong@ucdavis.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Nurse</td>
<td>April Canty</td>
<td><a href="mailto:acanty@ucdavis.edu">acanty@ucdavis.edu</a></td>
<td>N/A</td>
</tr>
<tr>
<td>Exercise Physiologist</td>
<td>Barbara Gale</td>
<td><a href="mailto:bjangale@ucdavis.edu">bjangale@ucdavis.edu</a></td>
<td>N/A</td>
</tr>
</tbody>
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CONTACT INFORMATION

Phone Extension: (916)703-5600  
Location: Cypress Building, 2221 Stockton Blvd., Suite D, Sacramento, CA 95817

OTHER INFORMATION

- **Parking:** Courier permit spots available in Staff Parking (3 hours maximum)
- **Storage:** Space is available to store small quantity of lab kits, EKG machine, etc.
- **Shipping:** FedEx & UPS specimen pick-ups can be scheduled at CCRC front desk (Suite D)  
  - If close to 3pm call, make sure you let personnel know so that last person leaving can check to see if package has been picked up.  
  - Please schedule all pick-ups by 4 pm.
- **Subject meals:** CRCs can keep sponsor-provided food for subjects in CCRC refrigerator  
  - Make sure to clearly date & label (Labels available in CCRC kitchen)
- **Clinical Engineering:** If devices/equipment will be provided by sponsor for use during the study, it is the CRC’s responsibility to contact clinical engineering and have the equipment evaluated and approved prior to storing/using it at CCRC. Clinical engineering staff will place a sticker on the equipment with the date it was approved and when it will need to be reevaluated.
- **Scheduling visits:** Fax completed scheduling request form to CCRC. A CCRC staff member will approve the request and add patients to EMR schedule. If there is a scheduling conflict, the staff will contact you.
- **Monitoring visits:** Make sure you call CCRC ahead of time to schedule & inform staff of a monitoring visit.
- **Overnight studies:** There is a bed on East 4 that can be used – hospital fee (non-negotiable, at least $1000 per night). CCRC nursing staff may not be available to staff for overnight stays.
- **Workstations:** There are a few workstations located near the front desk area that may be used for brief periods of time. However, try to limit use of these workstations & bring a laptop if possible. Print materials in your office prior to arriving on study days.
• **Facility:** The following is available for research use at the CCRC.
  
  o A total of 9 patient rooms.
    ▪ 1 room with hospital bed
    ▪ 3 rooms with exam tables
    ▪ 2 rooms with phlebotomy stations
    ▪ 4 mobile infusion chairs
  o 2 interview rooms
  o 1 room with DEXA scan, DEXA scan performed by Exercise Physiologist
  o 1 room with treadmill and bike, studies requiring these services are performed by Exercise Physiologist