

The GCRC at University Park

Admission, Nursing, Dietary and Physician Care Procedures

Purpose: To set standards for GCRC admissions. A GCRC subject visit will fall into one of the following categories.

Brief “outpatient” visit (usually ≤ 1 hour), nursing:

- a) A brief “outpatient” nursing visit may be a visit for a blood draw, or for a similar measure(s) such as blood pressure or weight, or for a short experimental procedure, medication administration, etc. A physician may or may not be personally involved in the interaction with the subject. The experimental protocol may be fully carried out by the PI and/or his/her staff or students.
- b) A brief “outpatient” nursing visit will be directed by written orders signed by a physician and by the PI. The orders may be presigned by the PI, may be duplicated with the signature and may be in the form of a flow sheet ([see example](#)). The focus of the orders shall be to direct the nursing staff in particular with respect to procedures, tests and administration of pharmaceuticals or iv solutions.
- c) A brief “outpatient” nursing visit will generate a nursing note, the focus of which will be that the visit occurred with/without incident and that the tasks set forth for that visit were accomplished. The note will address subject readiness for an intervention, if an intervention occurred. Check marks made in a flow sheet are acceptable.

Long “outpatient” visit (usually ≥ 1 hour), nursing:

- a) A long “outpatient” nursing visit typically will be a visit for multiple tests or for an experimental protocol. A physician may or may not be personally involved in the interaction with the subject. The experimental protocol may be fully carried out by the PI and/or his/her staff or students.
- b) A long “outpatient” nursing visit will be directed by written orders signed by a physician and by the PI. The orders may be presigned by the PI, may be duplicated with the signature and may be in the form of a flow sheet ([see example](#)). The focus of the orders shall be to direct the nursing staff in particular with respect to procedures, tests and administration of pharmaceuticals or iv solutions.
- c) A long “outpatient” nursing visit will generate at least an admission nursing note focused on assessment of the subject in terms of readiness for the tests / procedures and a discharge note focused on documentation of any untoward

incidents. It will also document that the tasks set forth for that visit were accomplished. Check marks made in a flow sheet are acceptable.

“Outpatient” visit, nutrition:

- a) A nutrition visit will typically be a visit during which a meal is consumed, a meal for consumption later on is distributed, education about eating takes place, or information about eating is collected. Such a visit will always involve interaction with the nutrition staff. A physician or a nurse may or may not be involved during such a visit for other reasons.
- b) A nutrition visit will generate a nutrition note by the nutrition staff, the focus of which will be that the visit occurred with/without incident.
- c) The nutrition service provides food for outpatients admitted for nursing visits. Such food service activity does not need to generate a nutrition note.

“Outpatient” visit, physician:

- a) All nursing GCRC visits will be directed by written orders signed by a physician.
- b) The personal involvement of a physician with each outpatient visit, if any, will be defined by the protocol of that study.
- c) If a physician is personally involved, then in general each encounter shall be documented in a physician note and each procedure performed by the physician also will be documented by a procedure note separate from the encounter note.

Overnight visits:

- a) An overnight visit that is less than 24 hours long (e.g. a sleep study visit for a healthy ambulatory subject) will be governed by the above guidelines for outpatient studies.
- b) Other overnight visits shall be considered to be “inpatient” visits.
- c) An “inpatient” visit will be directed by written orders signed by a physician and by the PI. The orders may be presigned by the PI, may be duplicated with the signature and may be in the form of a flow sheet ([see example](#)). The focus of the orders shall be to direct the nursing staff in particular with respect to procedures, tests and administration of pharmaceuticals or iv solutions.
- d) An “inpatient” visit will generate an admission nursing note focused on assessment of the subject in terms of readiness for the tests / procedures, a nursing note for each shift and a discharge note focused on documentation of any untoward incidents and the condition of the subject on discharge.
- e) An “inpatient” visit will generate an admission physician note focused on assessment of the subject in terms of readiness for the tests / procedures, a daily progress note and a discharge note focused on documentation of any untoward incidents and the condition of the subject on discharge.

- f) For “inpatient” studies the nutritionist will meet with the subject at least once on admission and then at least weekly to review food preferences etc., and these encounters will generate notes in the chart. Other visits may occur at the request of the subject or nursing staff.