

The GCRC at University Park
**Hours of Service
and
Reservation Guidelines
for Admission of Research Subjects**

To The Users of the GCRC: The staff of the GCRC is committed to work with you to best assure that your research efforts at the GCRC are successful. We believe that it will help both you and the GCRC staff if we clearly communicate the standards for GCRC admissions and highlight our usual hours of service. In light of this, we have compiled these guidelines for reservations and admissions to the GCRC. We at the GCRC hope that these guidelines will assist you in scheduling your research. If you have any questions or concerns, please call (814-865-4302) or email (GCRC@psu.edu) us.

I. General Guidelines:

A. General Terms and Initial Contact Instructions

- 1) Throughout this document the term "*Nurse Manager*" will mean the GCRC Nurse Manager or designee and "*Nutrition Manager*" will mean the GCRC Nutrition Manager or designee.
- 2) Throughout this document, the term "*subject*" will be used to identify a specific subject with a name as provided by GCRC users.
- 3) Throughout this document, the term "*admission*" will be used to identify admission requests with a subject name as provided by GCRC users.
- 4) Throughout this document, the term "*reservation*" will be used to identify reservation requests without a subject name provided by GCRC users.
- 5) All requests for admission of a subject to the GCRC and for reservations will be made using the standard [Requests for Admission and Reservation](#) form. In addition the Nurse Manager (865-5811; pmk9@psu.edu) or Nutrition Manager (865-0367; mlk12@psu.edu) can be contacted directly as appropriate to allow for discussion of scheduling options.
- 6) The investigator whose request is likely to cause another study to be "bumped" (see below) shall be informed of such and shall have the option to withdraw the request.

B. Admission Requests

- 1) Admission requests will be treated on a "first come first served" (basis except for "bumping" as specified below).
- 2) Admission requests made AFTER the deadlines provided below will be considered, but may not be granted if there are scheduling conflicts or resource issues.

- 3) The GCRC will try to meet all admission requests made BEFORE the deadlines provided below. However, some requests may not be met if the necessary GCRC resources are not available. Scheduling of studies is at the discretion of the Nurse and Nutrition Managers with oversight by the GCRC Associate Director.
- 4) Admission requests will be acted upon by the end of the next business day at the latest; confirmation of receipt will be by e-mail or phone. If an admission request cannot be accepted because of unavailability of the necessary resources, the person requesting the admission will be notified as soon as possible and certainly by the end of the next business day after the request.
- 5) Due to safety considerations, for services requested outside *standard hours*, the investigator must provide at least one BLS-CPR certified person in addition to GCRC staff to assist with care of the subject(s) in the GCRC. If an investigator is conducting research in the GCRC facility without GCRC staff, the investigator must have at least 2 research team members present, one of whom is BLS-CPR certified.

C. Reservation Requests

- 1) Reservation requests will be treated on a “first come first served” basis (except as specified below under “bumping”).
- 2) All reservations must be converted to admissions before the deadlines provided, or shall be forfeited.
- 3) Reservation will be “bumped” if a study of the same or higher priority category (see Resources Allocation Priorities Policy) requests the admission of a named *subject* that would use the same resources

II. Guidelines Specific for Outpatient Studies: Nursing Services Only, No Physician Required:

- a) *Standard nursing hours* are 7:00 AM to 5:00 PM Monday through Friday.
- b) If needed, the GCRC may be open as late as 7:00 PM Monday through Thursday.
- c) A request for a *subject* admission for a study that can reasonably be expected to be completed within *standard nursing hours* should be submitted to the Nurse Manager no later than 5:00 PM, 3 business days before the proposed day of admission.
- d) A request for a *subject* admission to a study that will not take place completely within *standard nursing hours* should be submitted to the Nurse Manager no later than 5:00 PM, 6 business days before the proposed day of admission. Approval of the admission outside *standard nursing hours* will be dependent on the availability of resources.
- e) If resources are limited, a request for a named *subject* admission to a study can “bump” a previously scheduled admission IF the “bumping” study is of a higher priority category AND IF the request is made 7 business days before the date of the admission. “Bumping” will not be allowed if it would affect the integrity of

the first reserved research project (for instance if the *subject* about to be “bumped” was coming in for a repeat visit).

- f) A reservation for services without a *subject* name is possible, but needs to be converted into a formal admission request 3-6 business days before the proposed day of admission as outlined in c) and d) above, otherwise the reservation shall be forfeited.

III. Guidelines Specific for Outpatient Studies: Nursing, Clinician and Physician Services Required:

- a) All of the policies stated above for Nursing Services apply to Clinician (Nurse Practitioner or Physician) and Physician Services, including policies about reservations and “bumping”. Nursing Services will always be included in a visit that is scheduled to require a physician. Please note that “*standard physician hours*” are Wed 8am to 1pm and Thur 8am to 1pm. .
- b) Standard Nurse Practitioner hours are 8am-5pm Monday through Friday. Research protocol activities which require “Clinician” coverage are usually covered by a nurse practitioner but a physician may provide coverage if the nurse practitioner is unavailable.
- c) A request for Clinician Services that will not take place completely within standard clinician hours should be submitted to the Nurse Manager no later than 5:00 PM, 6 business days before the proposed day of admission. Approval of the Clinician Services outside of standard clinician hours is dependent on clinician availability.
- d) A reservation for Clinician Services without a subject name is possible, but needs to be converted into a formal admission request 3-6 business days before the proposed day of admission as outlined in c) and d) above, otherwise the reservation shall be forfeited.
- e) A request for Physician Services that is expected to be completed within *standard physician hours* should be submitted to the Nurse Manager no later than 5:00 PM, 3 business days before the proposed day of admission.
- f) If required, a physician may also be available on other days or outside standard physician hours, by prior arrangement with the Nurse Manager. A request for Physician Services that will not take place completely within standard physician hours should be submitted to the Nurse Manager no later than 5:00 PM, 6 business days before the proposed day of admission. Approval of the Physician Services outside of standard physician hours is dependent on physician availability.
- g) A reservation for Physician Services without a subject name is possible, but needs to be converted into a formal admission request 3-6 business days before the proposed day of admission as outlined in c) and d) above, otherwise the reservation shall be forfeited.

IV. Guidelines Specific for Outpatient Studies: Nutrition Services

- a) "Standard nutrition service hours" are 8:00 AM to 5:00 PM.
- b) To accommodate research subjects who need to pick up or consume research meals before or after standard nutrition service hours, the metabolic kitchen will be open 6:30 AM - 6:30 PM Monday through Friday as needed.
- c) A request for a *subject* admission for a study that is expected to be completed within *standard nutrition service hours* should be submitted to the Nutrition Manager no later than 5:00 PM, 3 business days before the proposed day of admission.
- d) A request for *subject* admission to a study that will not take place completely within *standard nutrition service hours* should be submitted to the Nutrition Manager no later than 5:00 PM, 6 business days before the proposed day of admission. Approval of the admission outside standard nutrition service hours will be dependent on the availability of resources.
- e) If resources are limited, a request for subject admission to a study can "bump" a previously scheduled admission IF the "bumping" study is of a higher priority category AND IF the request is made 7 business days before the date of the admission. "Bumping" will not be allowed if it would affect the integrity of the first reserved research project (for instance if the subject about to be "bumped" was coming in for a repeat visit).
- g) A reservation for services without a *subject* name is possible, but needs to be converted into a formal admission request 5-6 business days before the proposed day of admission as outlined in c) and d) above, otherwise the reservation shall be forfeited.

V. Weekend Hours:

- a) Any admission that requires utilization of the GCRC between 7:00 AM and 5:00 PM on Saturday and/or Sunday will be considered a *weekend admission*.
- b) A request for a weekend admission must have a subject name.
- c) Because of limited resources, weekend admission requests should be submitted to the Nurse Manager and /or the Nutrition Manager no later than 5:00 PM, 10 business days before the proposed day of admission.
- d) All of the policies stated above for Nursing, Physician and Nutrition Services apply to weekend admission requests.
- e) Approval of weekend admissions will be handled on an individual request basis; approvals are dependent on the availability of resources, which are limited in general and may be particularly limited during holidays.

VI. Nighttime Studies:

- a) Any study that by the nature of the experiment itself requires utilization of the GCRC between 7:00 PM and 7:00 AM Monday through Friday will be considered a nighttime study.
- b) For studies of 4 or more nights duration, requests for admission should be submitted at least 20 business days prior to the anticipated date of admission.
- c) For studies of 3 or fewer nights duration, requests for admission should be submitted at least 10 business days prior to the anticipated date of admission.
- d) Approval of nighttime admissions will be dependent on the availability of resources, which are limited in general and may be particularly limited during holidays.

VII. Confirmation of Services outside Standard Hours:

It is requested that any admission scheduled outside *standard hours* be confirmed by the investigator's team by speaking to the subject the day before the study.

VIII. Resources other than GCRC Staff:

Equipment managed by the GCRC and space are also considered resources of the GCRC and must be scheduled.

- a) Equipment and space required in conjunction with a scheduled nursing or nutrition visit will automatically be scheduled along with that visit.
- b) In instances where equipment is owned by an individual investigator but managed as a GCRC resource, the owner must still schedule the equipment with the appropriate Nurse or Nutrition Manager. However, the owner will have priority scheduling rights and may 'bump' a previously scheduled subject ONLY IF the request is made 7 business days prior to the date of use. "Bumping" will not be allowed if it would affect the integrity of the first reserved research subject.
- c) Use of equipment and space not related to a subject admission (used for data analysis) must also be scheduled with the appropriate Nurse Manager or Nutrition Manager, so that the equipment and/or space housing the equipment is not double-booked. Use of the equipment and space in conjunction with a named subject admission will take priority over use unrelated to a subject admission.
- d) Space required outside of a scheduled nursing or nutrition visit should be discussed with the GCRC Administrative Manager at least 6 business days prior to the proposed day(s) of use.
- e) When more than the usual amount of space is required to accommodate a study, or if the study requires space for a long period of time, arrangements must be discussed with the Administrative Manager as soon as the investigator knows the type and amount of space required, but at least 20 business days prior to the date needed.