

Guideline number	17.006A	Version	2.0
Title	Out of Hours Fridge and Freezer Alert		

MANDATORY

This process must be followed by GCRF Research Nurse Managers when holding the GCRF on-call phone for freezer and fridge alerts out of hours, over the weekend and on public holidays. During working hours 0800 hrs to 1700 hrs (excluding public holidays) any alerts will be managed by the GCRF Nurse Coordinator at each site.

Procedure

1. On-call

On-call duty will be covered by Research Nurse Managers:

- Each weekday from 1700 hrs until 0800 the following morning i.e. Monday 1700 hrs to Tuesday 0800 hrs
- Weekends from Friday 1700 hrs to Monday 0800 hrs, including public holidays.

2. Handover of the phone

Research Nurse Managers will hold the on-call phone on a rota-based system. The on-call rota can be found on the calendar of the EDGE Study Management System. The manager holding the phone will provide hand over details on a Monday morning to the next manager holding the phone

3. Actions in the event of an alert out of hours:

- Depending on which system has triggered the alert, refer to GUI 17.006B GCRF Kelsius Fridge/Freezer Management System or GUI 17.006C GCRF Checkit Fridge/Freezer Management System.
- Log on remotely to the Checkit or Kelsius system that the alert has been triggered on.
- Assess the location of the alert (QEUH, GRI or GGH), the temperature deviation and equipment affected (freezers, fridge).
- If time is critical and temperatures are dropping dramatically, consider movement of samples to another freezer if possible within the department following section 6. This can be done without Principal Investigator (PI) approval; however, PIs and Lead Study Nurse must be informed of temperature deviations and movement of samples during working hours.
- Hospital security can be contacted if a chaperone is required when on call Manager arrives at the unit

4. Location of fridges and freezers:

Freezer/Fridge	Alert system	Location
-80 freezer Swan	Kelsius	GRI CRF Lab
-40 freezer	Kelsius	GRI CRF Lab
-20 freezer	Kelsius	GRI CRF Lab
Fridge prep room	Kelsius	GRI CRF Prep room
Fridge lab	Kelsius	GRI CRF Lab
-80 freezer Swan	Kelsius	QEUH CRF
-80 freezer	Kelsius	QEUH CRF
-40 freezer	Kelsius	QEUH CRF
-20 Freezer PREP Room	Kelsius	QEUH CRF
Fridge lab	Kelsius	QEUH CRF lab room
Fridge prep room	Kelsius	QEUH shared prep room
-80 freezer	Checkit	QEUH ITU lab room (key lock)
Fridge	Checkit	QEUH ITU lab room (key lock)
-80 Freezer	Kelsius	GGH level 7 C
-80 Freezer	Kelsius	GGH Level 7 C
-80 Back up Freezer	Kelsius	GGH Level 7 C
-20 Freezer	Kelsius	GGH Level 7 C
Fridge	Kelsius	GGH Level 7 C

5. Out of Hours Emergency movement of samples

In the event the samples cannot be moved to another fridge/freezer within the facility:

GRI

The on-call laboratory technician (Virology Biomedical Scientist) is to be contacted through switchboard. Samples will be moved to the laboratory department on Level 5 within the New Lister Building.

QEUH

Samples will be moved to the Bio-repository Department in the basement of the laboratory building. All Research Nurse Managers require access to the Biorepository. If samples need to be moved Bio-repository team must be made aware that the Biorepository will be accessed. Alex Bell is the main contact, and her number can be found within contacts in the on-call phone.

GGH

Samples will be moved to the back up -80 freezer within the unit.

Following SOP 17.041 GCRF Management of Samples, each sample log must be updated. File note (Form 51.016M) must be created detailing dates of move, brief description of issues, resolution and location of temporary storage.

6. Out of hours and weekend participant visits in CRF

Research Nurse Manager on-call must be made aware of out of hours or weekend participant visits by research nurses who will be in the facility. Research Nurse must contact on-call Research Nurse Manager on arrival confirming telephone number when in the facility. When leaving the facility, the Research Nurse must contact the on-call manager to confirm leaving the facility.

Guideline signatories

Prepared by Signature	Barbara McLaren Date
Approved by Signature	Lynn Prentice Date

Document history

Version	Date	Description
1.0	10.06.17	Creation of Guidance document
1.1	21.11.18	Minor update
2.0		Update to guide template v2.0 Addition of Gartnavel Hospital processes Removal of Sky guardian information for QEUH Changed references of Tutela to Checkit Updated fridge freezer locations Updated OoH emergency sample storage for QEUH and GGH Addition of requirement to document move in a file note.

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