

Glasgow Clinical Trials Unit Standard Operating Procedure

SOP number	17.005	Version	4.0
Title	Urinalysis		

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Released by Signature	Julie Brittenden	Date

SOP category	17 NHS GG&C Clinical Research Facility – Clinical				
Staff category	Staff Category	R	A	C	I
	Nursing	X			
	Principal Investigator	X			
	Clinical Research Fellow	X			
	GCRF Manager		X		
	GCRF Associate Director				X
Senior R&I Manager				X	

1. Scope

This procedure applies to all staff working within Glasgow Clinical Research Facility (GCRF).

2. Purpose

To describe the procedure for urinalysis used by GCRF staff and ensure standardisation in the conduct of the procedure.

3. Procedures

Using a universal container; Multistix 10SG and a timer:

- Check expiry date on Multistix bottle
- Explain the procedure to the participant and provide them with a urine collection container to collect urine sample.
- On receipt of urine sample perform test by dipping Multistix™ into sample.
- Comply with Multistix™ manufacturer's instructions on bottle to read results.
- Record results in study-specific Case Report Form and patient health record.
- Abnormal findings should be reported to the Principal Investigator or designee and appropriate follow up action taken.

4. Referenced documents

None

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5. Related documents

- NHS GG&C Infection Control Policy
- NHS GG&C Health & Safety Policy

6. Document history

Version	Date	Description
Draft	14/09/07	Creation of Draft
1.0	22/11/07	Release of Version 1
1.1	19/05/08	Released to staff
1.2	30/09/09	General update
1.3	25/11/13	Periodic review and change of author
2.0	15/07/16	SOP restructure Updated to template version 1.4.
3.0	26/08/2019	Author Change
4.0	23/06/2023	Update to SOP template v2.0 Addition of RACI matrix

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