SOP number	**57.004**	Version	**3.0**
Title	**GCRF booking, Admission and Discharge of Research Participants**		

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SOP category	57 NHS GG&C Clinical Research Facility – Administration

Staff category

Staff Category	**R**	**A**	**C**	**I**
Nursing	X			
Administration	X			
Principal Investigator	X			
Clinical Research Fellow	X			
Site Clinical Trials Pharmacy	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 to be followed when booking, admitting and discharging research participants from GCRF sites.

3. Procedures

3.1. Booking

It is the responsibility of each research team to ensure participant visits are communicated to the GCRF Admin Team following GUI 57.004C. The GCRF Admin Team are responsible for booking and confirming participant visit following GUI 57.004B and recording all GCRF visits on TrakCare.

Research teams are responsible for recording all participants and their visits on EDGE following GUI 57.011C.

Research teams conducting community and outreach visits or sample processing sessions are responsible for recording these visits on EDGE.

3.2. Admission

The GCRF Receptionist, following GUI 57.004A Reception Duties, will greet the visitor/participant, and inform the study team of their arrival. The research participant's status must be updated to **Active** on TrakCare.

At the end of each day the Receptionist will update the participant status on TrakCare to **Did Not Attend** for any visits that did not take place.

GCRF reception staff should check that the participant's first line of address, contact telephone number, date of birth and next of kin are correct on TrakCare at each visit. If details are not correct these should be updated on EDGE following GUI 57.004A.

3.3. Discharge

Prior to discharge the research team should ensure:

- All study procedures have been conducted as specified in the protocol.
- Assess the participant to ensure that he/she is safe to be discharged.
- If appropriate, the research team should arrange the next available appointment with the participant, based on protocol schedule of events. Details of the next appointment must be recorded on EDGE.
- Take the research participant to the receptionist desk to be discharged.
- Research team to review patient status on EDGE and update if required and add visit costs.

4. Referenced documents

- GUI 57.004A – Reception Duties
- GUI 57.004B – GCRF Room Booking

5. Related documents

- Form 57.004A – Clinical and Meeting Room Booking Template
- Form 57.004C – Daily and Weekly Checks
- Form 57.004D – General Admin Duties

6. Document history

Version	Date	Description
1.0	22/06/2018	First release
2.0	20/09/2018	Addition of EDGE duties Minor administration changes
3.0	23/06/2023	Update to SOP template v2.0 Addition of RACI matrix Minor admin changes

Version	Date	Description
		Removed GUI 57.004C and Form 57.004B

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