

## Glasgow Clinical Trials Unit Standard Operating Procedure

|            |                                 |         |            |
|------------|---------------------------------|---------|------------|
| SOP number | <b>57.012</b>                   | Version | <b>3.0</b> |
| Title      | <b>GCRF Security and Access</b> |         |            |

|                          |                  |      |
|--------------------------|------------------|------|
| Prepared by<br>Signature | Kate Smith       | Date |
| Approved by<br>Signature | Lynn Prentice    | Date |
| Released by<br>Signature | Julie Brittenden | Date |

|                    |   |          |          |          |          |
|--------------------|---|----------|----------|----------|----------|
| SOP category       | 57 NHS GG&C Clinical Research Facility – Administration |          |          |          |          |
| Staff category     | <b>Staff Category</b>                                   | <b>R</b> | <b>A</b> | <b>C</b> | <b>I</b> |
|                    | Nursing   | X        |          |          |          |
|                    | Administration  | X        |          |          |          |
|                    | Principal Investigator                                  | X        |          |          |          |
|                    | Clinical Research Fellow                                | X        |          |          |          |
|                    | GCRF Manager  |          | X        |          |          |
|                    | Site Clinical Trials Pharmacy                           |          |          |          | 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

The purpose of this SOP is to describe the security and access of all GCRF sites at Queen Elizabeth University Hospital (QEUH), Glasgow Royal Infirmary (GRI), Royal Alexandra Hospital and Gartnavel General Hospital (GGH).

### 3. Procedures

#### 3.1. Security and Access

All GCRF clinical sites operate between 8am-5pm Monday to Friday. GRI and QEUH CRF sites are accessed using security card. Staff are granted access during induction to the facility using the GCRF Induction Checklist, Form 57.015D. Once complete this form is saved into the relevant GCRF Site folder on the shared drive. Frequent users of GCRF may have access during working hours approved by GCRF Senior Management.

For safety purposes all visitors to GCRF GRI and QEUH sites must sign in and out at reception using visitor's sign-in book. Visitors to RAH and GGH sites are the responsibility of the GCRF staff member

## Glasgow Clinical Trials Unit Standard Operating Procedure

they are visiting. In a health and safety event the member of GCRF staff must ensure the visitor is safely evacuated from the building.

Members of staff and users of GCRF are responsible for their own belongings when in the department. Staff lockers are provided. CCTV is installed at QEUH site and is viewed by onsite security staff. A formal request must be made by GCRF Senior Management to QEUH Facilities Helpdesk to view CCTV.

Staff must alert GCRF Senior Management immediately of a security incident eg. fraud, theft.

### 3.2. Lone Working

All lone working staff within GCRF are required to take reasonable care, be aware of any potential risks and to be aware of their own health and safety. No member of GCRF staff may commence lone working without prior approval from their line manager.

NHS GG&C Lone Working Policy must be followed. GCRF Health and Safety Committee conduct lone working risk assessments of all GCRF sites annually. Risk assessments must be carried out on all periods of lone working out with GCRF sites i.e. participant home.

### 3.3. Out of Hours Access

Participant visit out with normal working hours must be agreed by GCRF Senior Management. Users of GCRF sites must have a member of GCRF clinical staff present when conducting out of hour's participant visits. On-call Research Nurse Manager must be informed of any out of hour's visits taking place.

GUI 17.006A describes the out of hours access procedures for fridge and freezer alerts.

## 4. Referenced documents

- Form 57.015D – GCRF Induction Checklist
- GUI 17.006A – Out of Hours Freezer and Fridge Alert
- NHS GG&C Lone Working Policy

## 5. Related documents

None

## 6. Document history

| Version | Date       | Description  |
|---------|------------|--|
| 1.0     | 11/12/2018 | First release  |
| 2.0     | 10/09/2019 | Minor admin changes and to remove reference to West Glasgow ACH  |
| 3.0     | 23/06/2023 | Update to SOP template v2.0<br>Addition of RACI matrix<br>Minor administrative changes<br>Form 57.012A obsolete<br>Form 57.015D referenced |

## Glasgow Clinical Trials Unit Standard Operating Procedure

This SOP is a controlled document. The current version can be viewed on the GCTU website. Any copy reproduced from the website may not, at time of reading, be the current version.