



Australian Paediatric Pharmacology Research Unit (APPRU) Room Manual

2009

Version One



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The Australian Paediatric Pharmacology

Research Unit

The Australian Paediatric Pharmacology Research Unit (APPRU) is a dedicated clinical trials unit directed by Associate Professor Noel Cranswick. Established in 1998, the APPRU facilitates high quality clinical trials in children. Our facilities for inpatient and outpatient clinical trials are child and family friendly and provide a non-threatening environment.

APPRU Staff

- ***Director of APPRU***

Associate Professor Noel Cranswick

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- **Clinical Trials Nurse Manager**
- **Administrative Assistant**

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Rooms Available for Booking

The following rooms are available for use by RCH and MCRI staff:

- **SW514 Exam Room One (Near reception)**
 - One Patient + Family

- **SW516 Exam Room Two (Near reception)**
 - One Patient + Family

- **SW533 Treatment Room One (Inside secure area)**
 - Up to Two Patients + Family

- **SW531 Treatment Room Two (Inside secure area)**
 - Up to Two Patients + Family

- **SW524 Major Treatment Area / Lounge**
 - Up to Five Patients + Family

- **SW541 Kitchen**
 - Up to Five Patients + Family

****Please note: SW531 treatment room two is the primary room used by APPRU researchers. You may be asked to vacate this room if it is required by the APPRU.***

Booking an APPRU Room

RCH Staff

- Please contact the Clinical Trials nurse manager Alissa via email alissa.burns@rch.org.au or ext 5570 to organise booking.

MCRI Staff

- Bookings can be made via MCRI intranet - <https://www.mcri.edu.au>
- Instructions as follows:

Making an Online APPRU Room Booking

1. Log in to the MCRI Intranet using your MCRI network/computer username and password.
2. Select the Resources Booking icon from the Quick Access Menu on the Home Page
3. Select the APPRU Rooms link from the Booking Options side menu
4. Choose a date for your booking from the calendar.
 - The calendar is found on the top left hand side of the Resources Booking pages. Use the left and right arrow on either side to view different months. Click a day to load the bookings for that date
5. Choose a time for your booking.
 - Click in blank time-slot in the column under the room that you want to book.
6. A form will then appear. Enter your booking details in the form. Most fields will already be completed, but you can change their values if you want. Make sure you choose a booking duration and a reason for the booking.
7. Click the 'Save Booking' button to record your booking.

Use of Equipment and Facilities

➤ **Users of the APPRU rooms are entitled to use the following equipment and facilities...**

- Front Waiting Room
 - Please do not use any of the clinical trial unit areas as a waiting room for your patients
- Pan Room
 - Excluding refrigerator (SAEFVIC use only)
- Clean Room
- Patient Chairs
- Patient Beds
- Toilets
- Kitchen Facilities
- TV/DVD
- Resuscitation Trolley
 - Equipment is to be taken from the trolley **IN AN EMERGENCY ONLY**
- Blood Pressure Machine
- Thermometer
- Sharps Bins
- Scales
- Stadiometer
- Computers (Exam Rooms One and Two)

➤ **Users of the APPRU rooms are required to supply the following equipment...**

- Clinical supplies
 - Gloves
 - Syringes
 - Needles
 - Dressings
 - Dressing packs
 - EMLA/ Angel cream
 - Blood tubes,
 - Pipettes
 - Freezer storage boxes
 - Covers for thermometer ear piece
 - Any other equipment specific to your study
- ***Linen*** if patient beds are to be used
- Tea/Coffee/Milk etc.

Care of Rooms

All users of the APPRU rooms are required to leave the area they have used in its original state.

This includes disposing of rubbish and dirty linen; returning medical equipment to its original space; returning furniture to its original position; returning toys to the toy boxes; washing and returning any kitchen items used and informing the APPRU administrative assistant of any malfunctioning equipment or equipment which is due for servicing.

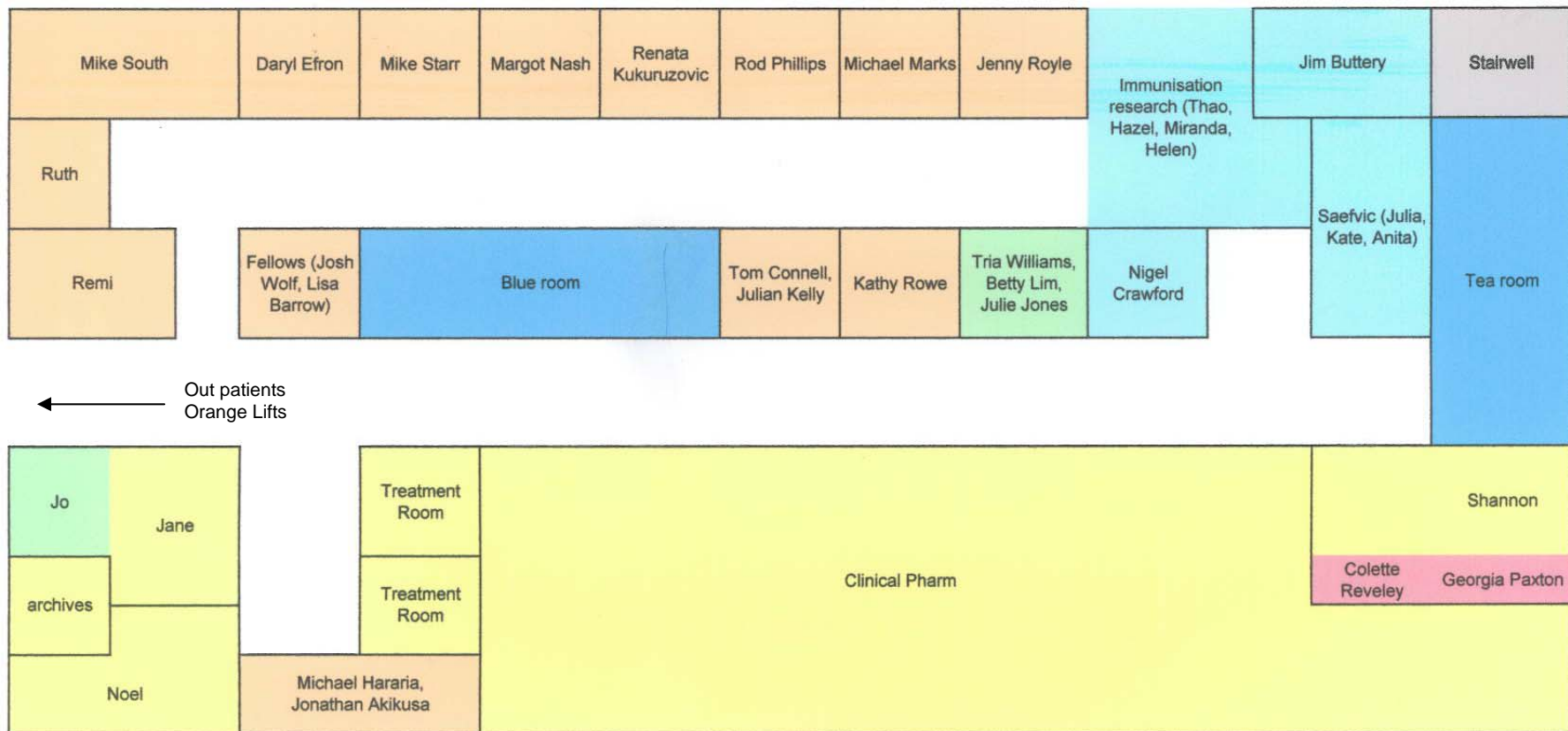
If utilising any of the beds/cot/trolleys in these rooms please remove used linen and replace with own stock (remember this is an item you will need to bring with you). If you are not intending to use this equipment please remind patients and families not to sit on clean beds/cots.

Users of the APPRU rooms should also inform the APPRU administrative assistant if they have used the last of any communal equipment.

User Responsibilities

- It is important to vacate the used space by the time stated as one booking may immediately follow another.
- Given the heavy demand for some APPRU spaces, it is requested that you delete your booking from the MCRI online booking space ASAP if you no longer require the area. RCH staff members may contact the APPRU administrative assistant if a booking cancellation is required.
- Users of the APPRU are requested to be mindful of the other clinic trials and clinics taking place in the APPRU space. Please do not allow your patients to use areas designated to other studies. In the case of young patients, please do your best to prevent them from running around the APPRU area. This is for the safety of both patients and staff. Please also be aware of your noise level around the offices located next to the APPRU kitchen/lounge area.
- Please do not prop open the door to the clinical trials unit-this is for safety and patient confidentiality. Tecom access cards may be borrowed from the APPRU administrative assistant if required.
- Staff located in the Clinical Pharmacology and Rheumatology desk area are not a reception service for users of the APPRU rooms or their patients (excluding SAEFVIC and Wadja Clinic-patients to be seen at General Medicine desk). Please provide your patients with explicit instructions on what to do when they reach the APPRU area e.g. take seat, or use the intercom. Please be on time for all patient appointments. Please do not ask the APPRU administrative assistant to call you when your patient arrives, or to come into the clinical area to tell you when your patient has arrived. If you wish to engage the services of the APPRU administrative assistant as a receptionist and/or administrator for your trial, please contact Noel Cranswick.

- Emergency Situations – please make yourself and your families aware of all exits within the unit. Familiarise yourself with the RCH emergency procedures, the location of fire extinguishers, and the units evacuation plan/map. In the event of an emergency you and your clients will need to follow ANY and ALL directions of the General Medicine Warden under all circumstances.
- Consistent failure to meet these responsibilities may result in removal of access to the APPRU facilities.



KEY

Immunisation
Research /
Saefvic

Gen med

Clinical Pharm

Rheum

Immigrant
Health