



CTRI RESEARCH FACILITY DO'S AND DON'TS CHECKLIST

Rules in the use of the CTRI Facility specific to the Clinical Trial Unit
Follow these “do’s” and “don’ts”

DO'S

- MAKE RESERVATION 2WEEKS PRIOR**
Facility is for the use of every IRB-approved clinical trial in TMC. So secure reservation.
- CONFIRM RESERVATION A DAY BEFORE**
Schedule may change so ensure that you confirm a day before.
- GET THE SECURITY KEY FROM CRC**
CRC is the only keeper of the key, ensure that you coordinate with CRC.
- FACILITY IS FROM 7AM-4PM M-F**
Facility only operates during office hours, from 8am until 5pm only, from Mondays to Fridays except on holidays.
- REGISTER ON THE DAY OF USE**
For tracking and security purposes, log-in and log-out is a MUST for all who use the facility.
- PRACTICE STRICT CONFIDENTIALITY**
Confidentiality of documents is YOUR responsibility, ensure that it's secured and properly stored (*locked and keyed*).
- USE FACILITY WITHIN YOUR SCOPE**
Limit the use of the facility that is dedicated to your IRB-approved study on the day of the visit only.
- SECURE THE KEY/S APPROPRIATELY**
Secure the keys only to the designated CRC or delegated staff.
- SECURE YOUR FILES ALL THE TIME**
All studies have designated pigeon hole in the compactor room, ensure that your files are kept every after your daily activity.
- INFORM CRC WHO WILL NEED ACCESS TO THE FACILITY ON THE DAY OF THE VISIT**
If sponsor representative is more than the CRA, ensure that the CRC is informed during the time of the reservation.



DON'TS

- USE FACILITY WITHOUT RESERVATION**
Always secure reservation; |”no reservation, no utilization”.
- USE WITHOUT CONFIRMATION**
Always ensure that you inform the CRC a day before the visit to ensure reservation.
- LEAVE OR LOOSE THE SECURITY KEY**
Always ensure that the key is in your possession during the entire visit day. RETURN the key/s to the CRC before leaving TMC.
- USE FACILITY BEYOND 5PM AND WEEKENDS**
Always be mindful that the facility follows the allowed daily working hours as well as the working days per week.
- ALLOW ACCESS TO UNREGISTERED**
Always secure access to everyone who will enter the facility.
- BRING FOOD INSIDE THE FACILITY / DON'T EAT**
Always maintain cleanliness of the facility to ensure sanitation by not bringing food.
- OCCUPY THE ENTIRE FACILITY**
Always work only in your designated, allowed space/room in the facility to ensure confidentiality.
- LEAVE YOUR FILES UNSECURED**
Always secure your files and documents within your designated work space to maintain confidentiality.
- LEAVE COMPACTOR AND ROOM OPEN**
Always secure the content of the compactor area as well as the facility by closing these areas at the end of your activity. This is to ensure security of your documents and the facility.
- IGNORE THESE RULES**
The use of the CTRI Research Facility of TMC is only a privilege given to person/s who has been granted limited access for all clinical trials that has received IRB-approval while in active phase.