

## THE DEANE F. JOHNSON CENTER FOR NEUROTHERAPEUTICS

### ROOM POLICIES

Room policies were designed to facilitate patient flow and to respect and preserve the appearance and utility of JCNT rooms.

**1. Priority:** The JCNT is available for UCLA medical faculty and staff. Use will be allocated by priority with highest priority given to Principal Investigators of Neurology clinical trials and second priority to groups with collaborative and cooperative associations with the Center faculty. Federally sponsored studies will be given priority over industry-sponsored trials.

**2. Fee Schedule:** A fee schedule for JCNT is included in the Policy and Procedures Manual. Payment for use of the facility is required.

**3. General Policies:** All users must treat the facility with respect and care. The rooms are to be left in a neat, orderly condition with equipment and chairs replaced, and all items not belonging to the room removed.

- a. Prior to scheduling, the JCNT must have a copy on file of the current IRB approved protocol and consents to ensure that studies conducted at the JCNT is compliant with institutional and government regulations.
- b. Effective August 1, 2006, the Principal Investigator will submit JCNT Application for all new studies to the fund manager to indicate his or her intention to use the JCNT facility and/or services.
- c. Individuals or groups seeking to use a JCNT room shall request the day and time that the room is needed via email to JCNT Coordinator at [ctam@mednet.ucla.edu](mailto:ctam@mednet.ucla.edu).
- d. It is advised to request a room at least one week in advance because space is limited at the JCNT and rooms tend to fill up quickly on clinic days.
- e. During the time of booking, it is important to indicate the study title/IRB number, Principal Investigator name, and whether invasive procedures such as blood draws and/or other invasive procedures will be performed. These procedures are limited to Rooms B207 and B209 only.
- f. The names of the subjects must be emailed to JCNT Coordinator at [ctam@mednet.ucla.edu](mailto:ctam@mednet.ucla.edu) at least 48 hours prior to the treatment date to ensure that the Neurology Clinic Front Desk is properly notified and that subjects are sent to their correct rooms.
- g. To ensure proper subject flow, coordinators/clinicians must be present at the time of appointment to receive their subjects.
- h. Standing appointments will be held only if PI/Coordinators can document room occupancy by emailing the names of the subjects at least 48 hours prior to the treatment date. Otherwise, the rooms will be released for others to use.
- i. Any adverse events must be reported immediately to the JCNT staff and other appropriate agencies (Institutional Review Board, UCLA Hospital Compliance, Sponsor, etc.).
- j. Failure to abide by the above policies may result in loss of privileges for use of JCNT facilities.

**4. Information:** To inquire about our facility, please contact JCNT Coordinator, Christine Tam ([ctam@mednet.ucla.edu](mailto:ctam@mednet.ucla.edu)), (310) 206-9485, 300 Medical Plaza, Suite B204, Los Angeles, CA 90095.