

Process for Scheduling Subjects:

1. Contact Wendy Brown or Eugenia Johnson prior to scheduling subjects for complicated outpatient procedures, overnight stays, or admissions to the unit. You can contact us via email or by phone.
 - a. Brown009@mc.duke.edu or 668-2261
 - b. Eugenia.johnson@duke.edu or 668-2260
2. You will receive a response within 24 hours when submitted Monday – Thursday.
3. All protocols that require minimal unit usage are not required to request approval.
4. Once approved, it is the study coordinator's responsibility to fill out a schedule worksheet.
5. When cancelling, rescheduling, or adding-on any subjects to the schedule please notify the unit as soon as possible. Call the DCRU front desk, 919-668-2259, and ask for the charge nurse in order for us to make the necessary changes to the daily schedule. After notifying the nurse, be sure to fill out another schedule sheet with the appropriate modifications.

Filling out the Schedule Worksheet:

1. Save template to hard-drive prior to making any modifications.
2. Fill out the blank cells as you normally would on any other excel document.
3. Some of the columns have drop-down lists you can pick items from to make it easier to fill out the form. The "wrap" text feature is enable so that you can add as much information as necessary.
4. If the specific procedure isn't listed select other and then write the specific in the column for diagnosis.
5. If you'd like to select the specific day # for your protocol choose "day" in the procedure column, and type the actual number in the diagnosis/comments column.
6. To make scheduling easier, give us as much information as possible.
7. You can submit these schedule sheets via email to: DCRUSched@notes.duke.edu or by fax to 684-5041.