

Clinic Rules and Regulations

Refusal to follow the Clinic Rules and Regulations (non-compliance) may result in your immediate dismissal from the study and may affect your participation in future studies.

General Information

1. Ensure Clinic Rules and regulations are respected. If you do not follow the rules you could be placed on Subject Termination of Participation (S.T.O.P.). You may receive a warning for the following reasons: unreliable, failed drug screen(s), behavior issues, being late or not showing up for an appointment/ procedure without calling. Once you receive three warnings, you will be placed on the S.T.O.P. list and you will not be eligible to participate in WVU CPRC drug studies.
2. Always comply (obey) with the instruction(s) provided by the clinical research staff, the protocol and the informed consent.
3. Keep a copy of your signed informed consent form (ICF) available for your reference.
4. Be on time for all study events (ex. screening appointment, Check-in, In-house procedures and all return visits including all exit procedures).
5. Have a current and valid Photo ID with your date of birth ready to present at screening and all of your WVU CPRC visits.
6. Leave valuables at home. WVU CPRC is not responsible for theft, loss or damage to personal belongings and/or valuables brought into the clinical facility.
7. WVU CPRC will provide food, towels, washcloths, pillows, blankets and scrub wear. WVU CPRC may also provide toothpaste, toothbrushes, soap and ear plugs. (No pillows or blankets will be allowed to be brought in by the participant/volunteer).
8. Payment will be available according to the schedule that you receive during screening. For check pick-up, you must present photo ID and be responsible to pick up own payment. Payment will not be given to any individual other than the volunteer, unless prior arrangements have been made. Your payment will not be available until you have completed all required study exit procedures.

Not Permitted

Participating in any activity or having items that are prohibited that may affect your current and future study participation.

Prohibited Activity includes but not limited to:

1. Displaying disruptive, uncooperative, threatening, or abusive behavior to staff and/or other study participants.
2. Sexual Harassment or engaging in sexual activity.
3. Visiting pornographic internet sites or bringing in pornographic materials (i.e., movies/magazines).
4. Gambling, soliciting or illegal activities.
5. Smoking or use of smokeless tobacco or electronic cigarettes.
6. Strenuous activities such as running while in the clinical facility.
7. Use of non-study drugs, vitamins, supplements or herbal products unless approved by the Clinic Physician.
8. Damage to the facility, its contents or property of other study participant's.
9. Photographing or videoing of any sort inside the WVU CPRC facility is strictly prohibited.

Prohibited Items include but are not limited to:

1. Alcohol
2. Tobacco products (ex. snuff, hookah, cigarettes, tobacco)
3. Illegal drugs
4. Photographic Equipment (Pictures or videos are not to be taken with your cell phone. In the occurrence of such behavior, the pictures will be deleted and the cell phone would be placed in your assigned locker until the end of your stay).
5. Weapons
6. Food or fluids including candy bars, chewing gum, soda.

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Check-In

Each study has specific admission requirements that are identified in your Informed Consent Form.

General Admission Practices:

1. You are required to enter the clinical facility at the arranged time. If you are delayed, call the emergency number listed in your informed consent.
2. Your items will be searched and you will have an assigned locker for your personal items. All permitted personal belongings will be placed into a labeled bag and may be taken to your sleeping area. Any clothing and non-permitted items will be locked in your assigned locker until the end of your stay. Refusal of bag/clothing search will result in immediate dismissal.
3. Study clothing (scrub suit) will be provided for your use during your stay in the clinical facility.
4. Any items that are deemed prohibited will be confiscated and returned upon discharge or at study completion, with the exception of perishables such as food or drink – these items will not be returned.
5. Illegal items will be reported to local law authorities.
6. You may be required to submit to a breath alcohol and urine drug screen at check-in. You may also be screened for tobacco use. Should you fail these tests, you will be dismissed from the study and placed in S.T.O.P. for one year. You are not eligible to participate in WVU CPRC studies while in S.T.O.P.
7. Your room and bed location will be identified. DO NOT change bed or room assignment.

During your stay at WVU CPRC

1. The staff will be monitoring all of the clinical areas. Video and audio surveillance is continuous (24/7) and staff will be present at all times during the study.
2. Be respectful of others and do not use foul language in the unit. (Cursing will not be permitted).
3. Be respectful during study procedures (talk softly, keep the volume of TVs and music equipment to a minimum and listen for your volunteer number to be called).
4. Be courteous of other volunteers and disable your cell phone ringtone. The vibrate feature on your cell phone is permitted. You will be asked to put your cell phone and other electronic items aside during time periods of study procedures.
5. Staff will inform you of the wake-up time during your stay.
6. Free Wi-Fi is available for your use. Laptops, iPads, iPods are permissible. Please keep streaming and downloading files to a minimum so that other users can do the same. TVs and desk top computers (tower, monitor) are NOT permissible. These items must be removed from the table tops during blood collection procedures. Surge protectors will be provided along the day room walls to recharge electronic devices, however, extension cords running from the walls to the participant tables WILL NOT be allowed due to safety concerns.
7. To protect your privacy and the privacy of everyone involved in the study we prohibit the use of cameras or electronics with cameras. We also prohibit the use of posting or tagging of any photograph pertaining to the study or study participation on the web/any social media site. Violation will result in immediate dismissal from the study and placement into our STOP program.
8. Facetime/Skyping and any application or software that allows these features is strictly prohibited at all times. Violation will result in immediate dismissal from the study and placement into our STOP program.
9. Study Clothing (scrub wear) and I.D. (wrist band and name badge) must be worn at all times. No long sleeves are permitted due to blood draw accessibility. Robes will be provided if necessary for participant comfort.
10. The menu and meal times are specific to the study. Meals and snacks must be eaten in the designated areas under supervision within the allocated time frame. The entire provided meal must be consumed. No food or drink is permitted to be brought in to the clinic.
11. No cell phones, electronic equipment, food, water or blankets are permitted in lab area.
12. Television, lights and all personal electronic devices must be turned off at bedtime. Bedtime varies, depending on the study.
13. For your safety, shoes/sandals/slippers with hard sole must be worn at all times.
14. Your bed assignment or Treatment Room may be relocated for clinic logistics.

Discharge from the Clinic

1. Please remove your bed sheets and blanket. Place your sheets, blanket(s), washcloth and towel into the linen hampers provided inside the bunk area or bathroom. Place your scrub suit(s) into your pillowcase and give them

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to the personnel for review. Removing clinic items from the clinic will result in placement into the STOP program.

2. Any unclaimed items will be kept for 30 days.

I have read both front and back, and I understand agree to the WVU CPRC Clinic Rules and Regulations.

Volunteer Signature: _____ ***Date:*** _____

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Below is a list of items that you are permitted to bring while participating in a study.

- Change of undergarments (underwear, socks)
- Laptops/MPE3/Nooks/I pads/Kindles
- Cell phones (Cameras are not permissible)
- Toothbrush
- Toothpaste
- Deodorant (non-aerosol and containing no alcohol)
- Shampoo/conditioners (non- alcohol based containing no medication or alcohol)
- Face Wash (non-alcohol based containing no medication or alcohol)
- Soap or body wash (non-alcohol based containing no medication or alcohol)
- Books
- DVDs
- CDs (no violent and no pornographic materials)
- shoes (must be closed toe and with a hard sole)
- short sleeve t-shirts
- card/board games
- Make-up is permitted (non-alcohol based containing no medication or alcohol)

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Below is a list of items that you are not permitted to bring while participating in a study.

- No make-up or toiletry cases
- No computer cases
- No open toed shoes
- Aerosol spray deodorants
 - Alcohol based products (ex. mouthwash)
 - Nail polish
 - Nail polish remover
 - No hairspray
 - No body lotion or sprays
 - No perfumes
 - No candy or gum
 - No Food/Drinks
 - No medication
 - No medicated products
 - No products with Vitamins in it
 - No pillows or blankets
 - All products need to be in original containers
 - No televisions
 - No desktop computers
 - No weapons
 - No knitting or crochet needles
 - No razors (Note: electric shavers are allowed)
 - No cameras