BROOKHAVEN NATIONAL LABORATORY CLINICAL RESEARCH CENTER POLICY	NUMBER: CRC 1.2.4	PAGE 1 OF 1
	PREPARED BY: W. GUNTHER	
SUBJECT: CRC Receptionist	REVIEWED BY: F. HENN	
	APPROVED BY: G-J WANG	
	EFFECTIVE DATE: 12/01/07	
	REVISION HISTORY: orig. 09/05/02, rev. 10/11/04	

1.0 POLICY

It is the policy of the CRC to maintain a single point of contact to coordinate all CRC activities and respond to research subject issues. The CRC Receptionist is designated as the point of contact. The CRC Secretary can serve as a backup for the CRC Receptionist when required.

2.0 QUALIFICATIONS

The CRC Receptionist shall have the following qualifications:

- familiarity with BNL, Medical Department and CRC policies and procedures;
- organizational skills necessary to coordinate several studies simultaneously;
- an ability to maintain a warm and caring environment for participants;
- good judgment in order to protect subjects' rights, including privacy and confidentiality.

3.0 RESPONSIBILITIES

3.1 The CRC Receptionist shall report to the CRC Manager.

3.2 The CRC Receptionist shall have the following duties:

3.2.1 Provide clerical and administrative support to the CRC staff.

3.2.2 Coordinate the daily schedules for clinical programs operating within the CRC and its satellite facilities.

3.2.3 Act as a CRC receptionist at Help desk at central CRC location. Register and greet the subjects upon arrivals at BNL and arrange the logistic issues (notify the gate for entry authorization, order lunch, etc.) for the subject during the day of the visits.

3.2.4 Notify participants regarding date and time of study.

3.2.5 Coordinate participant transportation to/from and within the CRC.

3.2.6 Issue and record the cash payments to the subjects.

3.2.7 Assemble subject chart on the day before the subject's visit. Ensure that the record file cabinet is kept locked.

3.2.8 Perform the basic data entry to the Study Magager Database.

3.2.9 Transport and/or accompany subjects between central CRC location (Building 490) and satellite clinical facilities.

3.2.10 Transport medical records and/or supplies associated with clinical studies to/from the satellite facilities.

3.2.11 Maintain control logs and/or files (i.e. the Daily Participant Log, the Participant index file card/database, Medical Record Control Log, etc.) as required by CRC Policy or as instructed by the CRC Manager;

3.2.12 Order and stock medical and office supplies, as requested by CRC Medical staff.

3.2.13 Serve as a back up for the CRC Secretary, as requested by the CRC Manager.