



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section Clinical Research Center

Date Created: March 3, 2008

Title: Essential Staffing

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Clinical Research Center

Emergency Procedure – Essential Staffing

1. The Clinical Research Center (CRC) staff will follow Nebraska Medicine system policies for essential staffing conditions. An essential staff may be activated for weather emergencies or other internal or external emergencies identified by Nebraska Medicine that may make it difficult for staff to get to and from work. Release of non-essential staff is contingent on emergency staffing needs.
2. The CRC essential staff are Research Coordinators if research participants' visits are NOT rescheduled.

Procedure

Staff not able to report for their scheduled duty will contact the Director of Clinical Research Operations directly at 402-559-8555 (work) 402-321-0775 (cell) or Research Manager at 402-552-6601 (work) 402-595-0962 (cell), leave a telephone message/text message. They may take vacation/PTO for the time absent.

References

Nebraska Medicine:

- [EC05 Essential Staffing/Operations Conditions](#)
- [HR01 Attendance](#)
- [MP-EO01 Emergency Operations Plan](#)

Staff Accountability:

Developed By: Director of Clinical Research Operations, Clinical Research Center
Associate Vice Chancellor for Clinical Research, Clinical Research Center

Reviewed By: Director of Clinical Research Operations, Clinical Research Center

Department Approval

Signed 
Director of Clinical Research Operations

Signed 
Medical Director of Clinical Research Center