Indiana State University
Applied Medicine Research Center

Policies and Procedures
Manual

Revised Spring 2013

Table of Contents

Preface:

This handbook serves as the policy and procedure manual for the Applied Medicine Research Center (AMRC) at Indiana State University. The manual was designed for use by the faculty and students of the College of Nursing, Health, and Human Services (CNHHS). The material provided herein is designed with three objectives: 1) provide an overview of the AMRC 2) clearly define expectations of faculty and graduate students that use the AMRC; 3) provide general operating procedures for the AMRC.

This material will aid faculty and students to maintain the research equipment in the AMRC, it will also help them use their time more efficiently; as a result, faculty and students should be able to complete their research in a timely manner.

Overview of the Applied Medicine Research Center:

The Applied Medicine Research Center (AMRC) is located in the basement of the Sycamore Center for Wellness and Applied Medicine on Indiana State University's campus (room A-15) and occupies approximately 1400 ft^2 of dedicated lab space. The AMRC is operated by the Department of Applied Medicine and Rehabilitation (AMR) and managed by the department's research committee. This space is utilized predominately for research purposes but may also be used for teaching purposes. The AMRC is divided into six different areas: two quiet rooms, a neuromechanics /therapeutic modalities research lab, a biochemistry research lab, a cardiovascular research lab, a data collection room, and two storage rooms. Additional College of Nursing, Health, and Human Services research laboratories (Biomechanics, Exercise Physiology, and Motor Learning) are situated across the street from the AMRC in the College of Nursing, Health, and Human Services Arena Building. The two large gymnasiums in the Arena may be used for data collection that cannot be accommodated in the AMRC. The AMRC is equipped with a variety of capital equipment items that are used for research and teaching. The equipment is supported by multiple computers. The AMRC was created to assist faculty and students with research, in an attempt to further the foundational knowledge of the applied medical professions.

AMRC Floor Plan:
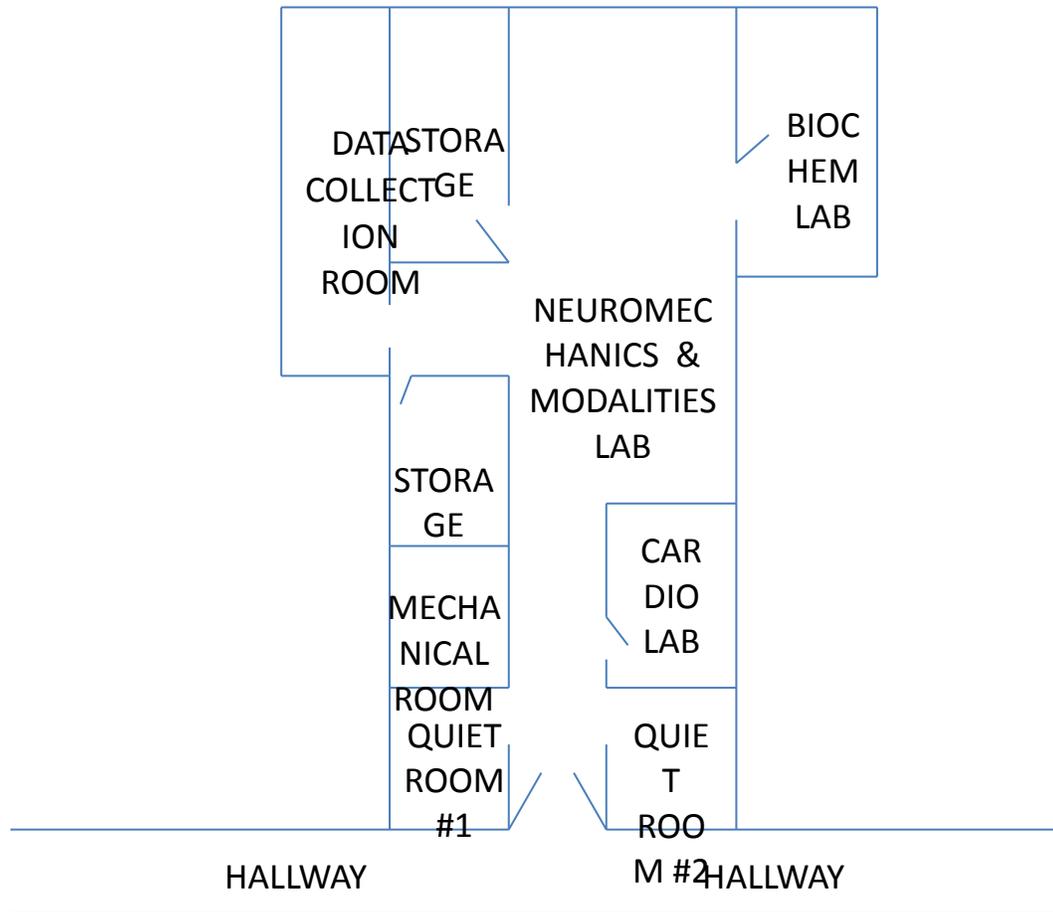
The AMRC is focused on carrying forth the mission, vision, goals, objectives and standards established by Indiana State University, the College of Nursing, Health, and Human Services, and the Department of AMR.

Mission & Vision Statements:

Mission

The AMRC strives to further the foundational knowledge of healthcare providers through scientific research. The AMRC allows faculty the opportunity to conduct their research and to provide professional mentoring to students in the areas of basic and applied medical research.

Vision

The AMRC will be recognized nationally and worldwide as a leader in applied medical research. Research conducted in the AMRC will further the foundational knowledge of medical and healthcare professions by producing original research that is collaborative and

interdisciplinary.

Goals of the AMRC:

- Continue to be recognized nationally and internationally as a leader in medical and healthcare research.

- To be recognized locally and state-wide, as a leading institution in providing students the necessary research experience to explore their ideas.

- To obtain sufficient extramural funding through different agencies to help support the operation of the AMRC.

- To collaborate with the departments within Indiana State University's College of Nursing, Health, and Human Services, the Terre Haute medical community, and other researchers through community engagement.

- To continue to produce quality research steeped in scientifically accepted research methods.

AMRC POLICIES & PROCEDURES

Access
- The AMRC is accessible to any faculty member or student in the College of Nursing, Health, and Human Services for research or teaching purposes through a reservation process. Faculty without a key to the AMRC need to contact the director of the AMRC to determine how to obtain access. Students who do not have a key need to get approval from their supervising faculty member. The faculty member who is responsible for the specific equipment in use will determine access privileges and be responsible for the student activity.

- Keys to the AMRC are provided to faculty and students who use the AMRC for ongoing and current research. Keys should not to be loaned at anytime.

- Reserving laboratory space in the AMRC is done through Google calendar (www.google.com/accounts). Students **MUST** have approval from their research mentor before reserving space in the AMRC.

- The Department of AMR research committee reserves the right to revoke access to the AMRC if an individual does not comply with the policies and procedures or if keys are loaned to anyone. Students will be disciplined according to the University's Student Code of Conduct (www.indstate.edu/sjp/docs/code.pdf). The director of the AMRC in conjunction with the AMR research committee will provide written notification of the violation and remedial actions that must occur before access is given back to the student when a violation occurs. Notification of the violation will also be sent to the department chair, program director, and the student's research mentor.

Scheduling Priority

Scheduling priority is as follows:

1. Teaching/Instruction

2. Scholarly Activities

Teaching/instruction has priority over scholarly activities in the AMRC however; everyone that uses the AMRC is expected to be flexible. When the AMRC is needed at the same time by multiple people; those individuals are expected to compromise for the benefit of all parties. If a compromise isn't made the Department of AMR research committee will resolve the conflict. If the conflict cannot be resolved, the Department Chair will be consulted.

Scheduling

Reservation of any laboratory space in the AMRC should only be done when subjects are already scheduled, in other words reserving time in advance of scheduling cannot be done except for instructional purposes or if approved by the Department of AMR research committee. To schedule any of the space in the AMRC, individuals must use the AMRC Google Calendar. The steps are as follows:

1. Go to www.google.com/accounts
2. Type: isuamrc@gmail.com in as the email
3. Type: "sycamores" in as the password. It is case sensitive.
4. Click on "Calendar".
5. Click on the space you want to reserve in the AMRC under "My calendars".
6. Click on the day(s) and time(s) you want to reserve.
7. Type your name and the equipment that will be used under "What".

8. To edit the reservation double click on it.

Hours of Operation

The AMRC may be opened anytime for teaching/instruction or scholarly activities. When instruction or data collection are not occurring the AMRC must be closed and locked to safeguard valuable equipment. Therefore, students and research subjects should not be left unsupervised in the AMRC. The individual that reserved the AMRC is responsible for securing it upon departure. Students, who work after regular office hours plan on working late on a project, must obtain approval in advance from their advisor. Advisors are responsible for their students even when left unsupervised.

Laboratory Maintenance:

Faculty and students who use the AMRC are responsible to keep it clean and organized. The AMRC environment must be maintained to promote greater work efficiency and an accurate inventory. All equipment and lab space used must be properly cleansed prior to leaving the AMRC. Cleaning materials (cidex, etc) are kept in the cabinet underneath the sink in the neuromechanics/therapeutic modality lab.

All of the equipment and computers in the AMRC should be treated as if you purchased it with your own money. Therefore the following rules apply:

- Equipment should be returned to the place you found it when class or data collection is completed each day.
- No food or beverages are allowed in the AMRC, especially when working with the various data acquisition systems. Some exceptions will be made if the research performed requires food or beverage consumption.
- The Department of AMR is not responsible for any personal belongings left in the AMRC.
- General building maintenance (emptying of trash, sweeping floors) is handled by the staff custodians.

Biohazardous Materials Waste

Any biohazardous materials (blood, urine, etc.) collected must be disposed of properly. All dressings containing such waste shall be disposed of in a red bag labeled BIOHAZARD in the biochemistry laboratory, while any needles, thermocouples, etc... MUST be placed in a SHARPS

container on the blood/urine analysis table. Biohazardous waste materials will be disposed of by the ISU Office of Environmental Safety. When a container is near full, Lori Vancza in the ISU Office of Environmental Safety needs to be called; 237-4022. In order to meet OSHA standards, all individuals, faculty and students, that will be working in the biochemical lab are required to take the Blood Borne Pathogens class annually, which is offered free of charge by the Office of Environmental Safety. A list of individuals that are currently certified in handling blood borne pathogens will be kept in the Biochemistry Laboratory. Furthermore, any chemicals that are stored in this room must have their Material Safety Data Sheet (MSDS) placed in the MSDS binder located in the cabinet. Personal protection equipment (latex gloves, lab coats, etc) must be worn while working in this lab. Lab coats are located on the back of the biochemistry laboratory door, and are laundered by the Department of AMR and must not leave the lab for any reason.

GENERAL EQUIPMENT OPERATION GUIDELINES

Data Acquisition Equipment

The AMRC is equipped with multiple hardware systems and software used for data collection and analysis. This equipment has been acquired through departmental purchase, intramural university funds and extramural grants. This equipment is expensive and requires full understanding before it is used. Individuals who are not familiar with the general care and use of any data acquisition system MUST NOT work alone on this equipment. Individuals that are learning how to use a piece of equipment need to be taught how to use it by the faculty member that is responsible for that equipment. Once the faculty member is confident in the individual's skills, he/she can use the equipment independently. Faculty and students are individually responsible to contact the faculty member who is in charge of the equipment to be trained. If you are unsure what faculty oversees a piece of equipment please contact the Director of the AMRC. The most important rule is: IF YOU ARE NOT SURE HOW TO USE SOMETHING, ASK!!!

Equipment Maintenance and Repair

All individuals who use the AMRC are responsible for maintaining the equipment. When equipment failure occurs it must be reported to the faculty member overseeing the equipment or to the director of the AMRC. Ignoring software/hardware problems may create larger issues. The involved faculty member(s), Director of the AMRC, and department chair will work together to repair the equipment and to obtain financial resources when needed for equipment repairs. General

maintenance and cleanliness MUST be maintained by everyone working with the equipment. All equipment problems must be handled immediately to avoid delaying on-going research.

Expendable Goods

Before using expendable items you <u>MUST</u> check with the supervising faculty member.   A limited budget exists for purchasing expendable goods. Individuals are encouraged to label the boxes of their expendable goods. If a box is labeled with an individual's name and research project title those goods are to be used for that project only unless approved by the responsible individual(s). An annual inventory will be completed to account for capital items and expendable goods. When these items become low, inform the director of the AMRC and he/she will try to purchase the appropriate equipment/items if funding is available. **<u>EVERYONE</u>** who uses the AMRC is encouraged to seek intramural and extramural funding to assist with the purchase of expendable goods.

Securing Data

All individuals who use the AMRC are responsible for maintaining their own data. Researchers are encouraged to create a file on the computer hard drive and save all of data to that file. To standardize this each file should be titled as the individual's last name. If subfolders are needed those should be titled as the project name.

Everyone is strongly encouraged to BACK-UP their files as data are collected. The use of a large flash drive or external hard drive is recommended to back-up your files. Therefore, in the event of a computer crash or malfunction, you will have back-ups of your files. Once you have completed analyzing your files, please remove them from the hard drive of the computer to free up space for other data collection. Student data files will be ERASED from the computer one year after degree completion unless requested otherwise.

Archiving Data

After the completion of data collection, it is necessary that the following information from your project is archived in the AMRC: 1) signed informed consent forms; 2) all raw data files saved on disk or hard copy; 3) copy of IRB approval; 4) copy of any additional health or information questionnaire used in study. All information will be placed in a filing cabinet bearing your name and project title. The filing cabinet is located in Quiet Room #1.

Software Installation/Uninstall

If you desire to install or uninstall software on any of the computers, it must be approved by the faculty member responsible for the desired equipment.