Dale Sheard Centre for Solutions in Women's Health
User Manual

Request for access to the Dale Sheard Centre for Solutions in Women's Health

If you are considering use of the Dale Sheard Centre for Solutions in Women's Health (space and/or equipment) for your study, please complete the Request for access survey. You will be contacted within 2 business days. If you have additional questions, please call the centre at 780-613-5210.

For interventional studies, participants must be registered

If this is an interventional study, participants must be registered at Patient Registration on the ground floor of the Robbins Pavilion prior to use of the centre. This ensures patient safety in case of emergency and supports tracking of centre use.

- Patients must be registered as subtype-WCHRI.
- Patient Registration is open Monday- Friday 0630-1500h.
- For afterhours use, patient registration is done by calling 780-735-5244.

General expectations for users

Principal Investigators/Project Leads are responsible for ensuring that all their staff is familiar with this user manual as well as standard operating procedures (SOP's), fee schedules, emergency and safety standards, and other documentation relating to use of the centre.

- Sign-in and sign-out is required at the reception desk.
- After your project has been approved for space use, study visits must be scheduled ahead to ensure availability. Call 780-613-5210 for room bookings.
- Keys/card access will be provided on a temporary basis as required.

Research spaces

The following spaces are available:

- Touchdown workspaces with AHS computer access and UAlberta data ports for laptop access. UAlberta IT platform access must be through UAlberta supported laptops supplied by the researcher.

- Touchdown computer space is 2 hours maximum on a sign in basis. If space is not booked following the completion of 2-hour block, users may sign in for the next 2-hour slot. User fees will apply.
- Meeting room with telehealth and A/V capability – maximum capacity of 20.
- Portable tele-health (1).
- Interview rooms (3) with maximum capacity for 4 people per room.
- Examination rooms (4) with examination table or stretcher including one bariatric examination room.
- Controlled-access temporary medication storage and prep room.
- Laboratory specimen collection room with phlebotomy chairs and ice machine.
- File room for temporary file storage.
- Equipment alcove with locked gate access.

Research Equipment

See User fee schedule for space and equipment fees.

- Users are responsible for cleaning all equipment and space after use. Cleaning instructions are attached to each piece of equipment and in each room.
- Users may store their own equipment in locked equipment alcove upon approval. ***The centre will not be held responsible for any damage or loss of equipment owned by others.***

Equipment available:

- Corometric 250CX Series Fetal Monitor
- Diagnostic Station: Otoscope & Ophthalmoscope
- Drager Jaundice Meter
- Health-o-Meter Professional Adult Scale
- Health-o-meter Professional Bucket Infant/Child scale
- Hi Bebe Fetal Doppler # 6
- Hi Bebe Fetal Doppler # 7
- LifeDop Summit Fetal Doppler
- MCR-700N Bladder Scanner
- OHAUS Portable Advanced Scale
- RAD-5 Pulse Oximeter
- Seca Infant/Child measuring board
- Smart Weigh portable Scale
- ST Scale-Tronix Infant Scale
- Welch Allyn V/S Monitor #1
- Welch Allyn V/S Monitor #2

Supplies and consumables

The Centre will maintain printer paper, patient identification labels, nitrile gloves, cleaning supplies, examination table paper, oxygen, ice.

- All additional consumables or research study supplies must be supplied by the individual researchers.
- There is a limited amount of storage space in the Centre for lab supplies, medical supplies, and paper files. Current studies have priority for on-site storage; once study patient visits are completed supplies must be removed.

Emergency preparedness and procedures

Principal Investigators/Project Leads are responsible for the education and training of emergency preparedness for all persons working in the centre.

- The Emergency Preparedness Training PowerPoint is available upon request through Women's Health Research Unit Manager or Research Nurse Coordinators. Researchers are able to view PowerPoint in the Women's Research Center.
- Alberta Health Services policies and procedures for Emergency Preparedness must be followed.
- Emergency Preparedness binder is available at front reception in the centre.
- Emergency Code guide and room location is posted near each telephone.
- All users must be aware of emergency evacuation procedures.

Working Alone Policy: AHS Policy and Procedure

- AHS policy and procedure reference AHS policy #1154 Working Alone is printed and kept at the center desk in the policy binder for reference.
- Research participants must be accompanied in the centre by at least one study member and a second person (e.g. clerk already in the space, other research personnel) to ensure safety.

Miscellaneous information

- Lockers are for daily use only – contents and locks must be removed by end of day.
- Refrigerator for daily use only - food and drinks must be removed by end of day.
- Kitchen space must be cleaned by user.
- Each research team is responsible for their own equipment.
- All records and documentation is to be removed from record storage once the study is complete.

User Acknowledgement Checklist

- Principal Investigators/Project Leads must complete and sign the User Acknowledgement and submit prior to or during first access to the centre. The signed Acknowledgement can be sent to (shauna.littlefair@ahs.ca) or dropped off at the first visit.

Reference resources

- AHS Policies and Procedures
- AHS website
- AHS Emergency Preparedness: https://insite.albertahealthservices.ca/edm/Page6393.aspx
- WCHRI website