

# Policy

## CCRC Operational policy CCRC/POL003

### Key messages

- The Cambridge Clinical Research Centre (CCRC) provides state of the art, purpose-built facilities to support the conduct of high quality experimental medicine clinical research in patients and healthy volunteers.
- Facilities comprise:
  - a Clinical Research Facility (CRF) for paediatric, specialist metabolic and adult studies and a Clinical Investigation Ward (CIW) for late phase drug trials located in the ACCI Building
  - an Interventional Procedures Unit for endoscopy and cell therapy studies; an Early Phase Trial Unit for Phase I & II drug trials; a Metabolic Translational Research Facility for complex overnight metabolic studies and an overnight adult Clinical Research Facility (CRF) located in the CCRC building.
- This policy outlines the functional relationships between the CCRC, Cambridge University Hospitals NHS Foundation Trust (The Trust), the University of Cambridge, GlaxoSmithKline (GSK) and the National Institute for Health Research (NIHR)
- The CCRC has appropriate security and health and safety procedures
- The application and booking processes for the use of the CCRC are detailed within this policy
- An organogram shows the organisational structure of the CCRC

## 1 Scope

This policy applies to all staff using the Cambridge Clinical Research Centre (CCRC), irrespective of grade and position held and refers to the operational policy for the area.

## 2 Purpose

To outline the services and management of the CCRC.

## 3 Definitions

### 3.1 Definitions

Term	Definition
Cambridge Clinical Research Centre	The paediatric CRF and the outpatients CRF are located on level 5 of the ACCI building. The CIW is on level 3 of the ACCI.

## Cambridge Clinical Research Centre (CCRC) Research & Development (R&D)

	The CCRC building is adjacent to the ACCI building. The Interventional Investigation Unit is located on Level 2, the Early Phase Unit on Level 3 and an in-patient CRF on Level 5. The Metabolic Translational Research Facility is located across Levels 4 and 6.
ACCI building	The building which houses the CIW, CRF, GSK, VRU, the British Heart Foundation and Clinical Pharmacology Unit.
The Trust	Cambridge University Hospitals NHS Foundation Trust.

### 3.2 Abbreviations

Abbreviation	Meaning
ACCI	Addenbrooke's Centre for Clinical Investigation
AED	Automated external defibrillator
CCRC	Cambridge Clinical Research Centre
CIW	NIHR Clinical Investigation Ward
CRF	NIHR/Wellcome Trust Clinical Research Facility
CUH	Cambridge University Hospitals NHS Foundation Trust
GSK	GlaxoSmithkline
MC	Management Committee
NIHR	National Institute for Health Research
PI	Principal Investigator
PS&G	Patient Safety and Governance Committee
R&D	Research and Development
SAB	Scientific Advisory Board
ReSPECT	Recommended Summary Plan for Emergency Care and Treatment
VRU	Vascular Research Unit
VTE	Venous Thromboembolism

## 4 Introduction

The Cambridge Clinical Research Centre (CCRC) comprises the Cambridge NIHR/Wellcome Trust Clinical Research Facility and the NIHR Clinical Investigation Ward, located within the Addenbrooke's Centre for Clinical Investigation building (ACCI), and an Interventional Procedures Unit for endoscopy and cell therapy studies, an Early Phase Trial Unit for Phase I & II drug trials, a Metabolic Translational Research Facility (TRF) for complex overnight metabolic studies and an overnight adult Clinical Research Facility (CRF), located within the CCRC building. The CCRC receives funding from the NIHR and the Wellcome Trust (CCRC Levels 4 and 6) to meet operational running costs to support experimental medicine (physiological studies and early phase clinical trials in drugs and medical devices).

The CCRC is led by two Clinical Directors and a Director of Operations, and is staffed by Trust employees and University research staff with Trust honorary contracts.

Patients and volunteers take part in research studies according to scientifically robust and ethically approved protocols.

The facilities are independent from the Trust inpatient bed pool. Capital funding provided to build and equip the facilities prohibits the use of the facilities for standard NHS activity.

## **5 Functional relationships**

- The Trust and the University of Cambridge work closely together at all levels
- Clinical, financial and administrative management lies within the R&D directorate of the Trust
- Academic accountability for the research activity undertaken within the facilities lies jointly with the University of Cambridge and the Trust
- A full range of clinical services (e.g. pharmacy; laboratory; resuscitation team) are provided by the Trust. Non-clinical support services (hotel services; estates; communications) are provided by the Trust, University of Cambridge and GSK service providers.
- The estates management of the ACCI building lies with GlaxoSmithKline (GSK) who retain responsibility and accountability for fire safety
- The estates management of the CCRC lies with the Trust and University of Cambridge and is defined within a service level agreement for hard and soft facilities management services.
- Responsibility and accountability for fire safety lies jointly with the University of Cambridge and CUH, with emergency fire response provided by the Trust.

## **6 Governance**

- The CCRC reports to the Trust Research Board
- Facilities are run in accordance with Trust policies and procedures
- Studies must comply with the UK Policy Framework for Health and Social Care Research
- Studies defined as Clinical Trials of Investigational Medicinal Products (CTIMPs) must comply with current clinical trial regulations
- The conduct of studies must also comply with local CCRC policies and standard operating procedures
- Studies are risk assessed as appropriate in accordance with Trust and CCRC procedures (Study Risk Assessment, Phase I Risk Assessment)
- The CCRC maintains a robust quality management system in accordance with the requirements of ICH GCP guidelines and all applicable regulatory requirements

## **7 Management committee**

- The operational management of the CCRC lies with the Management Committee, which is comprised of Directors, senior management from the CCRC and Institute of Metabolic Science (IMS), Trust R&D, GSK and clinical pharmacology representatives
- Patient Safety and Governance (PS&G) and research governance issues are reported on a quarterly basis, in accordance with Trust policy

## **8 Study approval process**

- Research activity conducted in the CCRC requires prior approval from:
  - A Research Ethics Committee | Health Research Board

- A competent authority, as appropriate
- Trust R&D department
- CCRC Scientific Advisory Board (SAB)
- The SAB meets monthly to review:
  - New studies
  - Study amendments
  - Study renewals
- SAB approval is given initially for a period of one year, followed by an annual review and approval process
- Industry-sponsored research may be carried out within the CCRC
- Direct costs associated with commercial studies will be recovered in accordance with Trust and national guidelines and agreed with the Director of Operations and the R&D department prior to the SAB review
- Other costs associated with supporting studies may also apply e.g. use of specialist equipment; supply of specialist consumables; set up and renewal charges
- Studies are allocated to the facilities prior to SAB review according to space and staff skill requirements. Allocations may be subject to change
- A unique project identifier number is allocated to each new study

## 9 Roles and responsibilities

- The Principal Investigator (PI) is responsible for patient safety, the overall conduct of the study and for members of their research team
- The PI must ensure members of their research team have appropriate contracts with the trust (research, honorary, substantive or letter of access)
- The PI must ensure research team members have appropriate training
- The PI must provide appropriate medical cover for their participants
- It is the responsibility of the PI and study team to inform the CCRC whether or not it is appropriate for participants in a study to be subject to Trust policies and procedure regarding ReSPECT, VTE and the sending of a discharge summary to the participant's GP. This will be reviewed as part of the study application and renewal processes.
- CCRC staff will not undertake completion of the ReSPECT documentation or VTE assessment and are not responsible for the production of a discharge summary for a participant's GP. Where required, this work must be undertaken by an appropriately qualified member of the study team.
- Guidelines for users (investigators) are available at <http://cambridge.crf.nihr.ac.uk/researchers/facilities-application/>

## 10 Range of services

- The CCRC provides inpatient; day case; outpatient and specialist metabolic services for patients and healthy volunteers, including children.
- The CCRC is not equipped to care for patients requiring respiratory ventilation or critical care support.
- Visiting hours are open. Liaison with the nursing team is, however, encouraged due to the variability of individual study requirements.

### 10.1 Investigative facilities

- Ultrasound | Echocardiography | VO<sub>2</sub> max | Exercise testing | Ophthalmology
- Audiology test room | Pain Assessment room

- Endoscopy facilities
- Cardiac Telemetry

## **10.2 Sample handling facilities**

- Tissue Culture room with Category II Safety Cabinet
- Fully equipped sample handling rooms
- Incubators including CO<sub>2</sub>
- Freezers (-20°C; -40°C and -80°C with 24/7 monitoring)
- Blood glucose and lactate analysers (Yellow Springs)
- Pneumatic tube connection to Trust biochemistry

## **10.3 Imaging facilities**

- 3T Magnetic resonance spectroscopy (Siemens Skyra 3T) located in the Wolfson Brain Imaging Centre
- Dual-energy X-ray Absorptiometer (iDXA)
- ECHO MRI
- PQCT

## **11 Accommodation**

- Studies are allocated to a specific unit. However, when necessary (and with the agreement of the study team), studies may be undertaken in any CCRC accommodation deemed appropriate, with the exception of paediatric studies which will generally be undertaken on the CRF or CCRC Levels 4 and L6.

### **11.1 Clinical Research Facility – Paediatric and Adult outpatient (CRF) – ACCI level 5**

- 7 single rooms, including one electromagnetically sealed room
- 2 two bedded rooms
- Paediatric play area
- 1 Consulting room
- 1 Audiology room
- Sample handling room

### **11.2 Metabolic Research Area (MRA) – ACCI level 5**

- 2 Indirect whole body calorimeter rooms
- 3 Portable indirect calorimeters
- 2 Universal eating monitors
- Actiheart monitors
- GENEActiv accelerometers
- Bod Pod
- iDXA
- Diet kitchen and food freezer storage for bespoke study diets

### **11.3 Clinical Investigation Ward (CIW) – ACCI level 3**

- 7 bedded ward, divided into two areas
- 1 procedure room
- 2 outpatient consulting rooms
- 1 pain assessment room

- Sample handling room

#### **11.4 Interventional Investigation Unit - CCRC level 2**

- 2 consulting rooms
- Reception and waiting area
- Endoscopy procedure room
- Minor procedures room
- 2 bedded female recovery room
- 3 bedded male recovery room
- Sample handling room

#### **11.5 Early Phase Trial Unit - CCRC level 3**

- 5 HDU standard beds
- 1 side room (ensuite)
- 2 consulting rooms
- Shared hot desk space
- Sample handling room
- Drug prep room
- Waiting area

#### **11.6 Metabolic Translational Research Facility - CCRC levels 4 and 6**

- Level 4 comprises:
  - 2 two-bedded rooms (ensuite), capable of accommodating bariatric patients
  - 2 single rooms (ensuite), capable of accommodating bariatric patients
  - 2 single rooms with near testing facilities for overnight sampling
  - Paediatric playroom
  - Procedure room
  - Sample handling room
  - Consulting room
- Level 6 comprises:
  - Full equipped Metabolic diet Kitchen and Food storage facility
  - Adult and Child dining facilities
  - 2 Cognitive Testing Rooms
  - Kitchenette
  - Lounge area
  - Consulting room

#### **11.7 Adult Clinical Research Facility - CCRC level 5**

- 6 single inpatient room, all ensuite
- Near patient testing facilities for high intensity sampling
- Sample handling room
- Exercise test room
- Patient lounge

#### **11.8 CCRC Administration Offices (Barton House)**

- A number of non-clinical staff are based in offices located in Barton House. Hot desk facilities for CCRC clinical nursing staff are also available, as well as

a dedicated meeting room with NHS and University of Cambridge network access.

## 12 Opening times

	Days	Core Hours	> 18:00
<b>ACCI CRF</b>	MON- FRI	08:00 – 18:00	On request
<b>ACCI CIW</b>	MON-FRI	08:00 – 18:00	On request
<b>CCRC L2</b>	MON-FRI	08.00 – 16.00	-
<b>CCRC L3</b>	MON-FRI	08.00 – 18.00	On request
<b>CCRC L4</b>	MON-FRI	overnight	-
<b>CCRC L5</b>	MON-FRI	overnight	On request
<b>Barton House</b>	MON-FRI	08:00 – 18:00	-

### 12.1 Booking and cancellation of participants

- Booking for beds and rooms is via a central booking service
- Bookings should be confirmed (with patient name) at least two weeks prior to the date requested
- Unconfirmed bookings will be re-allocated to other study teams within 2 weeks of the date requested
- **Email bookings** can be made using the following contact points:
  - CRF | CCRC L4 | CCRC L5: [crf1415@addenbrookes.nhs.uk](mailto:crf1415@addenbrookes.nhs.uk)
  - CIW | CCRC L2 | CCRC L3: [ciw1213@addenbrookes.nhs.uk](mailto:ciw1213@addenbrookes.nhs.uk)
- **Telephone bookings** can be made on the following numbers:
  - CRF | CCRC L4 | CCRC L5: 01223 596251 or Ext 6251
  - CIW | CCRC L2 | CCRC L3: 01223 596078 or Ext 6078

## 13 Personnel

- **See appendix 1- organisational chart**
  - Expert nurses provide total nursing care for patients & volunteers
  - Nursing staff are able to undertake a wide range of invasive and non-invasive monitoring and therapeutic interventions following study specific, local and hospital procedures
  - Bank nurses are accountable to the Nurse Managers

### 13.1 Medical responsibility for patients and volunteers

- Responsibility for medical cover lies with the Principal Investigator (PI) or named deputy for each study
- Agreed cover and contact numbers must be provided for all patients and volunteers. In the absence of the PI or deputy or in an emergency situation the specialty on-call registrar will be called. If there is no speciality registrar available, the on-call general medical SpR will be called (see appendix 2)
- All patients/volunteers admitted onto the CCRC overnight will be assessed by a designated member of the research study team. This will be clearly documented in their electronic patient record
- Clinical advice is available to CCRC staff from the CCRC Directors

## **13.2 Clinical Bleep holder and On-Call responsibilities**

- 24/7 support is available to staff via the following routes:
  - The Clinical Bleep Holder rota
    - Provides first-line support and takes responsibility for active studies, staffing, equipment and facilities
    - Mon-Fri 08:00 – 16:00
    - Contactable via Bleep 156-2097
  - The Senior Nurse On Call rota
    - Acts as the route of escalation for the Clinical Bleep Holder during core hours
    - Provides out-of-hours cover for the Bleep Holder role, Mon-Thurs 16:00-08:00 and Fri 16:00 – Mon 08:00
    - Contactable via:
      - Mobile: 07885 971912
      - email: [acrconcall@addenbrookes.nhs.uk](mailto:acrconcall@addenbrookes.nhs.uk)
  - A CCRC On-Call Manager
    - available 24/7 to provide support to, and the route of escalation for, the Senior Nurse On Call
    - Contactable via the Senior Nurse On Call (07885 971912)

## **14 Patient and volunteers**

- Study participants (patients and healthy volunteers) will be regarded as patients under the clinical care of CUH, and will undergo appropriate clinical assessment by the PI or suitable research team member prior to study participation
- All participants must give their informed consent prior to taking part in the studies
- Participants of all ages take part in studies conducted on the CCRC

### **14.1 Paediatric arrangements**

- The CRF (ACCI L5) is equipped to accommodate children and young people
- All staff are DBS (Disablement and Barring Service) checked prior to employment and receive child protection updates and paediatric basic life support training
- Paediatric studies are overseen by a qualified CCRC paediatric nurse
- High-risk areas have restricted access via key pad locks
- Children must be accompanied by a parent or guardian at admission and discharge, and supervised by a parent or guardian during their stay
- A designated playroom is available
- In the event that both children and adult participants are present on the CRF simultaneously (excluding parent/guardian), CRF staff will segregate both groups to comply with child safety recommendations
  - Adult participants will be seen in the outpatient area and will use the main reception waiting area
  - Children and young people will be seen in the paediatric area and will use the paediatric reception area

## 15 Data management

- Research source data collected within the CCRC will be the responsibility of the PI
- Source data collected by CCRC staff will be handed over to the research team at the end of the participant's visit

### 15.1 Local information systems

- Within the CCRC there is access to both NHS and University IT systems
- Both systems are incrementally backed up daily and full back ups are performed weekly with off-site back up
- WiFi is available

### 15.2 Stand alone databases

- **iDXA** – scan source data is given to the research team and the data are backed up daily to the University group drive
- **BodPod** – source data is given to the research team and transcribed into the log book. Data is also backed up to floppy disc
- **CRFManager™** – used for booking participant visits and backed up in line with the University IT policy

## 16 Emergency services

### 16.1 CCRC CUH emergency cover:

- Cardiac Arrest teams (Adult | Paediatric & Obstetric)
- Fire Response team
- Security team
- Rapid Response Team

### 16.2 Emergency access

- Emergency access for the Trust cardiac arrest team, including support staff, is via a dedicated emergency access corridor linking Trust L3 ATC corridor with CCRC Level 3 and lifts to other floors.

### 16.3 Resuscitation equipment

- **CRF** – one paediatric resuscitation trolley by nurses' station and one adult resuscitation box and adult/paediatric AED in the adult outpatient area
- **CIW** – one adult resuscitation trolley with Philips Health Care Heartstart XL+ by nurses' station
- **CCRC Level 2** - one adult resuscitation trolley with Philips Health Care Heartstart XL+ by nurses' station
- **CCRC Level 3** - one adult resuscitation trolley with Philips Health Care Heartstart XL+ by nurses' station
- **CCRC Level 4** - one adult resuscitation trolley with Philips Health Care Heartstart XL+ and one paediatric resuscitation trolley by nurses' station
- **CCRC Level 5** - one adult resuscitation trolley with Philips Health Care Heartstart XL+ and one paediatric resuscitation box by nurses' station
- **CCRC Level 6** - one combined adult and paediatric resuscitation box and AED by workstation in south corridor – in alcove in front of Room 06-022

- Portable suction is available in all clinical areas
- Each bed space is equipped with piped O<sub>2</sub> and suction

## **16.4 Emergency Telephone numbers**

- CUH Fire Response/Security Ext 3333
- CUH Cardiac Arrest/Resuscitation team Ext 2222
- CUH Estates and Facilities helpdesk Ext 216696
- University Maintenance Unit help desk 01223 337784
  - (Mon-Fri 08:00-17:00) or, out of hours:
  - University Security Control Centre 01223 331818
- CUH IT helpdesk Ext 216757
- CUH Switchboard Ext 100
- Emergency Ambulance 9999
- CCRC On Call Bleep Holder Bleep 156-2097
- CCRC Senior Nurse On Call 07885 971912
- CCRC On-Call Manager see Senior Nurse on call rota

## **17 Security**

### **17.1 CRF and CIW (ACCI)**

- CCTV cameras operate at the entrances to the CRF and CIW
- An immediate response service is provided by the porters/security staff
- For any security emergencies, contact extension 3333
- Panic systems are located at the reception and at nurses' stations within the CRF and CIW to alert other staff of any potential danger
- Emergency door release buttons are located at the nurses' station in CRF and CIW

### **17.2 CCRC Levels 1-5**

- CCTV cameras operate at all entrances to CCRC facilities on levels 1 and 2
- An immediate response service is provided by Trust porters/security staff
- For any security emergencies contact extension 3333
- Panic systems are located at the reception, within clinical and administrative areas and at nurse's stations at each level
- Emergency door release buttons are located at each nurses station
- Video entry systems are located in the lift lobbies, and at the front door for out of hours access

### **17.3 Barton House**

- An immediate response service is provided by the Trust porters/security staff
- For any security emergencies contact extension 3333

### **17.4 Access**

- Access to all CCRC facilities is governed by the Trust lone working policy
- Access is arranged through the admin team and Trust Access Centre
- Access to the CCRC is controlled by staff ID swipe card
- Access to Barton House entrance is by dedicated key fob and then by staff ID badge to the office area
- CCRC staff have authorised access to all facilities

- Investigators and their research teams have access granted for limited times, depending on their study requirements
- Patient and visitor access is via call bell, at the main entrance of all units
- Barton House is accessed via a buzzer system at the building entrance
- Trust Porters, Trust contracted cleaners, Shift Technicians, Cardiac Arrest teams and Fire Response teams have appropriate access
- GSK maintenance and security staff have 24/7 access to the CRF and CIW service risers in ACCI building
- VRU staff, patients and visitors access VRU through the CIW

### **17.5 Keys and digital locks**

- Keys are managed according to Trust security policy (Document ID R21165D7907) and local standard operating procedure
- Trust security staff GSK security staff and carpenters hold a master key for emergency access to ACCI (CRF and CIW)
- Trust security staff hold master keys for emergency access to CCRC (all levels), except the Level 3 glass doors (keys to which are held locally, with additional ward keys accessible via the Senior Nurse on call).
- Digital keypad locks are used throughout the units
- Lock codes are changed in accordance with CCRC Standard Operating Procedure.

### **17.6 Closure of CCRC units**

- If the units are closed:
  - All rooms must be checked and doors must be locked
  - Drug cupboard keys and the master key must be locked in the coded key cabinet located at each nursing station
  - The code to the key cabinets is known to the nurse in charge and is available via the Senior Nurse on call outside of opening hours.

## **18 Health and Safety Governance and Risk Management**

- The CCRC complies with Trust Health and Safety policies and procedures
- The CCRC has a designated Risk Lead and Risk Officers.
- Governance and risk issues, including complaints, incidents and research related events are reported and managed via the CCRC Patient Safety and Governance (PS&G) meetings, held quarterly.
- Workplace health and safety inspections are undertaken and studies and work processes will be appropriately risk assessed, with any outcomes shared via the CCRC Patient Safety and Governance (PS&G) meetings, held quarterly.
- Incidents are reported via the Trust Quality and Safety Information System (QSiS) and via the processes described in CCRC/SOP105 Reporting and Management of Research-Related Events.
- The CCRC Risk Lead participates in the ACCI Health and Safety Committee meetings via GSK.

### **18.1 All staff**

- CCRC staff and visiting staff are required to comply with Trust policies and procedures
- Staff responsibilities for health and safety are:

- To report incidents and near misses using the Trust Quality and Safety Information System (QSiS) and CCRC/SOP105 (Reporting and Management of Research-Related Events)
- To undertake immediate action to manage any incidents and identifying actions needed to minimise the chances of recurrence
- To take action to deal with simple health and safety hazards which are within their scope of responsibility e.g. mopping up spillages to prevent slips, trips and falls
- Taking reasonable care of their own safety and the safety of others
- Not interfering with or misusing any items or equipment provided in the interests of health and safety
- Complying with Trust policies and procedures
- Being familiar with the Trust's risk management policies and departmental risk issues
- Being aware of emergency procedures relevant to their area of work
- Escalating any unresolved health and safety issues to their risk officer

## **18.2 First aid**

- The appointed person for first aid is the Shift Coordinator.
- Any member of staff suffering an injury that requires specialist attention must go to the Emergency Department
- The first aid box is located in:
  - CRF: clean utility room and diet kitchen
  - CIW: treatment room (drug cupboard)
  - CCRC: Sample Handling Rooms & kitchens
- Eye wash kits are located in:
  - CRF, CIW and CCRC L2, 3, 4, 5, sample handling rooms
  - Tissue Culture Laboratory areas
  - CCRC L3 drug prep room
- For further information, refer to the Trust first aid process (Document ID R18468D2673)

## **18.3 Hazardous substances**

- Hazards will vary and are dependent on studies undertaken within the unit
- Studies are risk assessed prior to opening on the unit in accordance with the Trust risk management policy (Document ID R18427D2700) and local risk assessment.
- Management of any hazard will be documented in the Study Flow Sheet for the study and staff informed.
- Under normal conditions of use, most substances are non-hazardous.
- Others require control measures. These include but are not limited to:
  - Blood
  - Cytotoxic drugs
  - Endoscopy washing chemicals
  - Gene therapy drugs
  - Nitrogen gas
  - Dry ice
  - Ionising radiation
  - Liquid nitrogen
- The Control of Substances Hazardous to Health (COSHH) assessments for the CCRC are available in the Q-Pulse Quality Management System.

- Appropriate safety precautions are taken prior to handling any hazardous substance.

#### **18.4 Drug storage**

- All drugs must be ordered, stored and processed in line with Trust policy
- Spare keys for drug storage areas are retained by the Head Nurse and Director of Operations

### **19 Fire Safety**

- All staff must be familiar with and comply with the Trust's fire safety policy (Document ID R20842D344)

#### **19.1 Break glass fire points are located:**

- **CIW:** level 3
  - ACCI lobby entrance to ward
  - Corridor to right of reception desk
  - Corridor to right of specimen handling room
- **CRF:** level 5
  - ACCI lift lobby entrances to ward
  - Reception/ main entrance
  - Staff room/ GSK entrance
  - Patient kitchen corridor
- **Barton House**
  - On lift lobby next to the door to the stairs
- **CCRC Break glass fire points are located:**
  - Main entrances to building; every lift lobby and Level 7 at top of West staircase
  - CCRC L1: Lift lobby, at each side of the double grey fire doors
  - CCRC L2: Main entrances to building; lift lobby; entrances to floors; at each side of grey fire doors
  - CCRC L3: Lift lobby; entrances to floors; at each side of grey fire doors
  - CCRC L4: Lift lobby; entrances to floors; at each side of grey fire doors
  - CCRC L5: Lift lobby; entrances to floors; at each side of grey fire doors
  - CCRC L6: Lift lobby; entrances to floors; at each side of grey fire doors

#### **19.2 The following fire equipment is available**

- **CIW:** level 3
  - CO<sub>2</sub> extinguisher main entrance reception
  - CO<sub>2</sub> + foam extinguishers entrance to Vascular Research Unit
  - CO<sub>2</sub> + foam extinguishers and access to fire hydrant riser in the level 3 ACCI lobby
  - Straps are held in the level 3 ACCI lobby for use under mattresses
- **CRF:** level 5

- CO<sub>2</sub> + foam extinguishers; opposite meeting room; opposite sluice; opposite nurse's station; specimen handling room corridor and at both ACCI level 5 lift lobbies
- Fire blankets are situated in patient kitchen and diet kitchen.
- Straps are held in the CRF level 5 lift lobby areas for use under mattresses
- Access to fire hydrant risers in both ACCI level 5 lift lobbies
- **CCRC L1:**
  - CO<sub>2</sub> + foam extinguishers in recessed cupboards in lift lobby
  - CO<sub>2</sub> + foam extinguishers located in plant room
  - CO<sub>2</sub> + foam extinguishers at bottom of West staircase
- **CCRC L2:** CO<sub>2</sub> + foam extinguishers located in recessed cupboards in lift lobby; at nurse station; in corridors
- **CCRC L3:** CO<sub>2</sub> + foam extinguishers located in recessed cupboards in lift lobby; at nurse station; in corridors
- **CCRC L4:** CO<sub>2</sub> + foam extinguishers located in recessed cupboards in lift lobby; at nurse station; in corridors
- **CCRC L5:** CO<sub>2</sub> + foam extinguishers located in recessed cupboards in lift lobby; at nurse station; in corridors
- **CCRC L6:** CO<sub>2</sub> + foam extinguishers located in recessed cupboards in lift lobby; at nurse station; in corridors
- **CCRC L7:** CO<sub>2</sub> + foam extinguishers located in rooftop plant rooms
- **Barton House:** CO<sub>2</sub> + foam extinguishers in the lift lobby

### 19.3 The Fire alarm

- The alarm system in the ACCI and CCRC buildings are a two stage system:
  - **Intermittent alarm:**  
Alerts people to a potential fire in their immediate area. This alarm sounds either when a fire detector operates or when a manual call point is operated.
  - **Continuous sounding alarm:**  
Fire alarm staff should prepare to evacuate to the next fire resistant box with the assistance of the Trust Fire Response Team (FRT) In the unlikely event of a continuous alarm sounding with no previous intermittent fire alarm, where the Fire response team are not present, the nurse in charge should search the area for signs of fire and if none are found they should phone 3333 to request attendance of FRT.
- The alarm system in Barton House is a single stage alarm, linked to the Trust system and tested weekly
  - **When the alarm sounds:**  
Occupants should search the area for signs of fire and if none are found should evacuate the building, in accordance with the Trust fire safety mandatory training

### 19.4 Evacuation

- CRF, CIW and CCRC: **Evacuation, if required, is to the adjacent fire resistant box. This includes lateral transfer between ACCI and CCRC at level 5 if indicated.**
  - The nurse in charge of the unit must take the following documents kept at the nurse's station to cross check staff and patients:

- Daily patient list and off duty rota
  - Further evacuation, if required, should be discussed with the Fire Response Team if there is no immediate threat from fire.
- **Barton House:** Evacuate via the main stair case to level 2 and then the adjacent car park K2

## 19.5 Fire escapes

- Fire escapes must be kept clear at all times and are located as follows:
  - **CIW:** via main ward entrance to ACCI level 3 lobby
  - **CRF:** via main ward entrance to ACCI and service lift lobbies in Level 5
  - **Barton House:** via the main staircase to Level 2 exit doors
  - **CCRC:** via the East or West staircase to Level 2 for all floors except Level 1
  - **CCRC L1:** via the West staircase to Level 2 or the Level 1 exit to the Trust corridor
- The nearest assembly points are located as follows:
  - **CIW:** Level 3 Main Theatres Corridor
  - **CRF:** Via stairs to level 3, then as for CIW **OR** via ACCI level 5 GSK stairs to level 2 Rosie Hospital / ATC corridor
  - **Barton House:** Via stairs to level 2 then adjacent car park (K2)
  - **CCRC:** Via exits to outside on Level 2 and then the large covered reception area within the ATC

## 20 Monitoring compliance with and the effectiveness of this policy

### a. Process for Monitoring Compliance and Effectiveness

Review of incident forms as recorded on the Risk Management Information System for non-compliance. The results are presented to the CCRC Risk Group and Management Governance Committee.

The effectiveness of the process is monitored as part of regular audit.

### b. Standards/ Key Performance Indicators

This process forms part of a quality management system. Documents are reviewed every three years.

## 21 Equality and diversity statement

This document complies with the Cambridge University Hospitals NHS Foundation Trust service equality and diversity statement.

## 22 Disclaimer

It is **your** responsibility to check against Q-Pulse that this printed out copy is the most recent issue of this document.

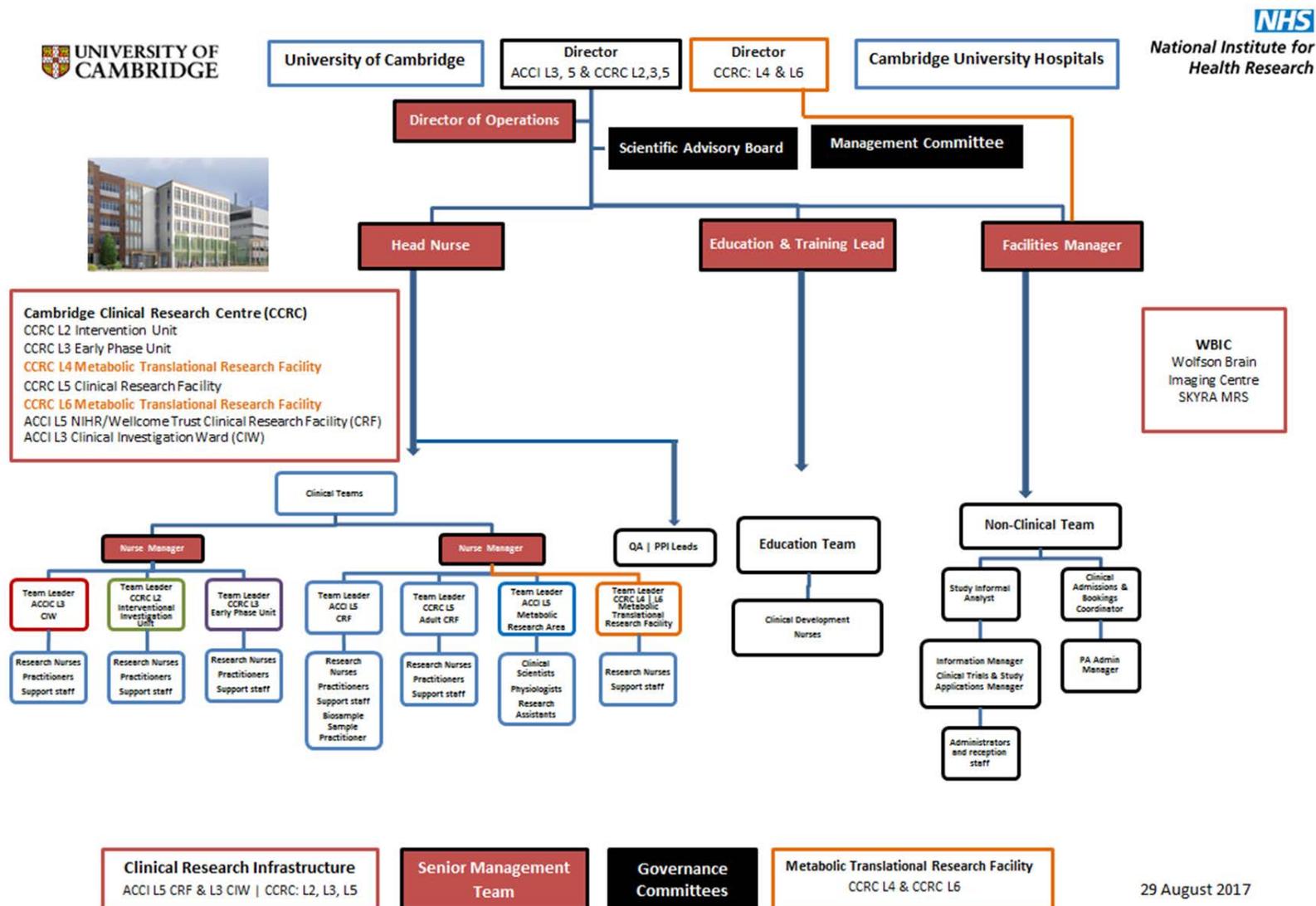
## 23 Document management

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Appendix 1 – CCRC Organisational Chart



**Appendix 2 – CCRC process for ascertaining medical cover and obtaining medical support**

