University of Bristol

Sleep Study Suite

Standard Operating Procedures
Version 1
November 2011
Written by: CRICBristol Centre Manager (N. J. Thai) in consultation with UHBristol Head of Security (Paul Wood)

Reviewed by: CRICBristol Governance Advisory Group.

Approved by: CRICBristol co Directors Diane Crawford & Chiara Bucciarelli-Ducci

Approved: Dated, November 2011

Document review

It is recommended that a review of these Standard Operating Procedures should be undertaken every two years. However, should there be significant changes to the working procedures, changes in legislation (or introduction of new legislation), or changes in best practice, an earlier review should be undertaken.

Date of next document review
November 2013
Sleep Studies Suite Standard Operating Procedures

1. Introduction
This document outlines the procedures for all researchers using the Sleep Study Suite (SSS). This applies to the use of the SSS in normal working hours (9am-5pm) and out of working hours (5pm-9am).
The SSS is accessed by swipe card only and contains a foyer area, control room and two bedrooms (A and B) each with en-suite bathroom.

1.1 Control room
The control room is accessed by fob only and contains the video monitoring and recording equipment.

Please note that all the Nurse Call and RED pull buttons in CRICBristol are non functional. For emergencies requiring resuscitation team please follow procedure in appendix 1

1.2 Bedrooms

- Both bedrooms contain pipeline medical gases (see Medical gases policy appendix 2)
- Both bedrooms have a two-way intercom system between the bedroom and the control room.
- Both bedrooms have cameras installed that are linked to the control room video monitoring and recording equipment.

2. Overnight studies policy and procedures
No researchers are permitted to work alone in the SSS out of normal working hours. There must always be at least two researchers to conduct overnight studies using the SSS. One researcher will be identified as the Responsible Authorised User (RAU), see 2.2 below.

2.1 Sleep Studies Suite booking procedures
When a researcher books the SSS for an overnight study CRICBristol staff must put the following details in the SSS booking system:

- Name and contact details of RAU for overnight study
- Name of other researchers working overnight with RAU
- Number of rooms booked
- Number of research participants present for that overnight booking
- Number of people accompanying the research participant(s) in overnight study (e.g. parent/guardian)

CRICBristol staff must then contact UHBristol security and provide the following details:

- Date and time of overnight study
- Name and contact details of RAU during overnight study
- Total number of persons present for overnight study
2.2 Responsibilities of the Responsible Authorised User (RAU)

2.2.1 The RAU is responsible for booking the SSS and providing the names of all other researchers, participant(s) and persons occupying SSS for their overnight study.

2.2.2 The RAU will be responsible for following the CRICBristol procedures for the health and safety of the researchers, participants and other persons present in their overnight study.

2.2.3 The RAU is responsible for signing in and out all researchers, participants and all other persons who will be present in their overnight study in the SSS sign in book located in reception.

2.2.5 The RAU assumes the responsibility of fire warden during the overnight study.

2.3 Responsibility of CRICBristol

2.3.1 For the protection of researcher the CRICBristol unit has CCTV installed. CRICBristol staff will set this to record by 5pm of the day of the overnight study. All CCTV recordings are not monitored only recorded and stored for a maximum of 1 week.

2.3.2 If the researcher is under threat or needs security on site they need to call 0117 342222 and request security assistance. In case of life threatening emergency call the police on 999.

2.3.3 If during the overnight study one of the two researchers needs to leave CRICBristol for whatever reason the CRICBristol policy does not allow for lone workers overnight. The overnight study needs to be terminated. Therefore all participants and researchers need to vacate the unit unless a replacement researcher can come to the unit to continue the overnight study.

3. Access and Exit

3.1 All researchers using the SSS will be given CRIC Bristol Authorised swipe card access. The card will allow them to access all areas of the CRICBristol except the MRI controlled area.

3.2 Swipe card access will be activated for researchers with UHBristol staff cards and UoB employees will be given CRICBristol swipe card.

3.3 RAUs that are UoB employees will be given a CRICBristol swipe card which they must collect and return during normal working hours (9am-5pm) before commencing their overnight study. The RAU will sign the card out and sign it back in upon its return to CRICBristol staff at reception.

3.4. For overnight studies (i.e. out of office hours 5.30pm-8.30am) researchers and participants must use the CRICBristol entrance and exit at the end of the corridor that the SSS is located. This is the entrance and exit to Level-B corridor of the St Michael's Hospital. Therefore access to CRICBristol is via the St Michael's Hospital main entrance.

3.5 During overnight studies, the CRICBristol main entrance is to be used as an Emergency Fire Exit ONLY and not as an entrance and exit out of office hours.

3.6 The RAU will be required to wait 5pm and completes at 9am, since responsibility for securing the building will be taken by CRICBristol daytime staff.
3.7 When the overnight study is complete the RAU is responsible for ensuring that everyone has exited the building before setting the security alarm system and locking the CRICBristol main entrance from the inside of the building. They will then exit the facilities via St Michael’s hospital exit (see appendix 3).

4. Emergency Procedure

4.1 Fire Emergency

During overnight studies the RAU is the acting fire warden and is responsible for ensuring that everyone has exited the building.

The CRICBristol main entrance is used as an Emergency Fire Exit ONLY during overnight studies therefore it will remain unlocked for the duration of the overnight study. The main entrance can only be accessed by authorised personnel with a CRICBristol authorised swipe card.

In the event of a fire within CRICBristol, the alarm should be raised using the RED fire alarm boxes located next to every fire door and all staff, research participants and visitors should be evacuated. RAU familiarise themselves with the fire evacuation procedure in section 4.2 and have attended the CRICBristol fire training.

4.2 Fire Evacuation procedure

4.2.1: Immediately call the Fire Service via Security emergency 0117 34 2222. The nearest fire escape to the assembly point is the CRICBristol main entrance. In the event of a fire all the swipe card doors are disabled and the fire doors will automatically shut.

4.2.2 If the fire is in the Sleep Study Suite, the RAU should attempt to cut off the medical gases supply if it is safe to do so. The nearest fire extinguishers are located in the corridor to the left of the Sleep Study Suite floor plan in appendix 2. CRICBristol staff will show the RAU the location of the medical gases cut off before the study commences as part of the RAU induction to the unit.

4.3 The nearest fire extinguishers are located in the corridor to the left of the Sleep Study Suite. Only Personnel who have received appropriate UHBristol fire training should attempt to use the fire extinguishers and only if it is safe to do so.

4.2.4 Smoke detectors are fitted in all rooms of the sleep study suite. If the fire alarms in the building sound with a continuous ring, the SSS should be evacuated even if no fire is evident – it may be a bomb threat. Assemble at the designated Assembly Point, which, for the CRICBristol, is beyond the main entrance on the pavement of St Michael’s Hill by the CRICBristol sign and wait for permission to re-enter the building.

4.2.5 If a fire occurs outside normal working hours, the Fire Service should be met by a RAU at the Fire designated Assembly Point for CRICBristol.

4.3 Medical emergency

For medical emergency the procedure in appendix 1 should be followed.
Appendix 1: SOP cardiorespiratory arrest

SLEEP STUDY SUITE

STANDARD OPERATING PROCEDURE
for the management of
CARDIORESPIRATORY ARREST (or other medical emergency)

There will always be two people present in the Sleep Study Suite when conducting research studies overnight.

In the event of a cardiorespiratory arrest (or other medical emergency):

<table>
<thead>
<tr>
<th>Person 1</th>
<th>Person 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Commence Basic Life Support immediately</td>
<td>Dial 2222 to call the Resuscitation Team</td>
</tr>
<tr>
<td>2</td>
<td>Clearly state which team you need, i.e. adult, paediatric or neonatal</td>
</tr>
<tr>
<td>3</td>
<td>State that access to CRICBristol is via the corridor on level B, St Michael’s Hospital</td>
</tr>
<tr>
<td>4</td>
<td>Take the appropriate, resuscitation trolley, i.e. adult or paediatric, to the scene</td>
</tr>
<tr>
<td>5</td>
<td>Wait at entry to CRIC on the level B corridor to direct the Resuscitation Team</td>
</tr>
<tr>
<td>6</td>
<td>Assist with resuscitation as appropriate</td>
</tr>
</tbody>
</table>

Following the resuscitation, the leader of the resuscitation team will be responsible for the post-resuscitation care & safe transport of the patient.
Appendix 2: Oxygen Policy

Oxygen Policy

Oxygen is classified as a drug which requires a prescription in medical and research settings.

1. Administration of oxygen in research
   a. The appropriately qualified person will be responsible for the oxygen management
   b. All staff and research users should be aware of and comply with the relevant University Hospital Bristol NHS foundation Trust policy for the Prescription and Administration of Oxygen

2. Administration of Oxygen in case of emergency
   a. A prescription is not required and oxygen can be given by an appropriately qualified healthcare professional e.g. nurse, doctor, paramedic.

   b. The person who administers the oxygen should document that oxygen was given in the person’s source records e.g. medical records and or record log sheet located in folder of resuscitation trolley

   c. If cylinders have been used, inform CRICBristol staff so that they can ensure cylinders which are low or empty are replaced.
Appendix 3: Securing CRICBristol out of hours procedure

Securing the Clinical Research and Imaging Centre (CRICBristol).

The procedure is for out of hours working after 6pm

To be carried out by the Responsible Authorised User.

1. Ensure the following doors are closed:
   a. Fire exit in corridor B-162 (next to the academic research room)
   b. Fire exit in Simula Scanner room (B-174)

   The alarm will not set properly if any of these doors remain open.

2. Ensure all doors are closed and secure in your area of work

3. Ensure the doors along the 2 main corridors are closed (4 doors in total).
   Some of these doors are held open by a magnet. To release these doors, press the small button underneath the magnet.

   These doors are fire-doors and must be closed overnight.

4. Once actions 1-4 are completed ensure you and all personnel and research participants are ready to leave the unit (have all personal belongings, etc) before continuing.
   a. Walk towards the main front doors of CRICBristol. The first set of doors will automatically open and you should walk into the lobby area.
   b. Lock the front door using the front door key. The key should be turned clockwise, until you hear a ‘click’ that indicates the door has locked.
      Please note; to get the front door to lock you may need to apply some pressure to the right hand side door.

5. Set the alarm (on the wall next to reception).
   a. Enter the alarm code onto the key pad.
   b. The display will read ‘welcome back master’
   c. The display will read ‘would you like to arm system?’ Press YES
   d. The exit tone will sound. Once the exit tone is sounding, you should leave the building.

6. Exit the unit using the door leading from CRICBristol to St Michael’s Hospital (at end of corridor B-168)