Special Instructions- “Alert”

FYI,

When you need to communicate” special instructions” that pertains to your study subject, please use the term “**ALERT”** in the subject line along with the subject initials and the

Protocol number. This will flag the message and allow me to recognize that the information needs to be printed immediately and given to the nurse.

**Examples of ALERT Instructions**: “ALERT” Study Infusion on Day 1 will start 1 hour later.

**When to send “ALERT” message:**

Any out of the ordinary information that needs to be communicated to the nursing staff (i.e.-subject’s family member needs to stay with them during research study)

Changes in timeframes (earlier than usual start times/discharge times)

Changes with Infusion times (earlier or later than usual)

Reminder-Please send ALERT instructions to the CCI9ABmailbox.

Please call or email with any questions.