



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **March 3, 2008**

Title: **Essential Staffing**

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SOP Number: **EP04**

Clinical Research Center

Emergency Procedure – Essential Staffing

1. The Clinical Research Center (CRC) staff will follow Nebraska Medicine system policies for essential staffing conditions. An essential staff may be activated for weather emergencies, or other internal or external emergencies identified by Nebraska Medicine that may make it difficult for staff to get to and from work. Release of non-essential staff is contingent on emergency staffing needs.
2. CRC Staff are not considered campus essential.
Research coordinators are considered department essential when subjects are scheduled in the CRC clinic or if their assigned study requires.

Procedure

Staff not able to report for their scheduled duty will follow the AD03 Attendance and Leave Requests.

References

Nebraska Medicine:

- [EC05 Essential Staffing/Operations Conditions](#)
- [HR01 Attendance](#)
- [MP-EO01 Emergency Operations Plan](#)

Department Approval

Signed Charles E Miller Date: 1/3/2023

Clinical Research Center Administrator

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Clinical Research Manager

Signed Serena Gaines Date: 1/4/2023

Research Nurse Manager

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