How to Schedule in the Pediatric Research Unit (PRU)

1. CRC will send **completed** meeting invite to the PRU Scheduler (PRUScheduler@vcuhealth.org) with the following information (see example).
   a. **Subject**
      i. Protocol #
      ii. IRB #
      iii. Participant's Initials
      iv. Participant's MRN
      v. Visit
   b. **Location (preferred PRU room; listed below)**; ****NOTE:** Use of the "Scheduling Assistant" is recommended to ensure room availability. Once the preferred room is selected, room would be added to the "To" field.**
      i. Children's Pavilion - PRU_Room 1 (Rm 1-111)
      ii. Children's Pavilion - PRU_Room 2 (Rm 1-112)
      iii. Children's Pavilion - PRU_Room 3 (Rm 1-118)
   c. **Start Time**
   d. **End Time**
   e. **Body of Invitation**
      i. Protocol #:
      ii. IRB #:
      iii. Index (if known):
      iv. Visit:
      v. Participant's Name:
      vi. MRN:
      vii. Coordinator present at visit:
      viii. Covering PI:
      ix. Terminal needed post visit: (Yes or No)
         1. **NOTE:** If yes, PRU Scheduler will reserve the room for an additional hour.
      x. Additional Comments/Requests: (i.e. meals needed, CRC coverage, etc.)
   f. **NOTE:** Any incomplete requests (missing information notated above) will be returned for updates. Rooms **cannot** be reserved **over 90 days in advance;** unless special permission is granted by PRU.
2. PRU Scheduler will review meeting invite and schedule appointment in IDX
3. After the appointment has been scheduled in IDX, the PRU Scheduler will "Accept" the meeting invite. Acceptance notification will be sent via email and added to the respective calendars of the CRC, PRU Scheduler and PRU exam room. If there are scheduling conflicts, PRU Scheduler should communicate with CRC, via email, to coordinate another date/time/room.
   a. If an appointment needs to be canceled or rescheduled, the CRC should send the appropriate request via the meeting invitation in Outlook (i.e. to cancel appointment, CRC would cancel meeting request; to reschedule appointment, CRC would propose a new time for meeting request). The PRU scheduler would update the appointment in IDX, based on the request to cancel or reschedule, and accept the changes via Outlook, in order for respective calendars to update.

Example:

To... ☐ PRUScheduler; ☐ Children's Pavilion – PRU_Room 1-111

Subject: ABC-DEF-GHI / HM1234567 (7654321) Day 15

Location: Children's Pavilion – PRU_Room 1-111

Start time: Fri 2/14/2020   9:00 AM   ☐ All day event

End time: Fri 2/14/2020   11:00 AM

Protocol #: ABC-DEF-GHI
IRB #: HM1234567
Index (if known): 654321
Visit: Day 15
Participant Name: Janice Doe
MRN: 7654321
Coordinator present at visit: Sabrina Minter
Covering PI: Elizabeth Olmsted, MD
Terminal Clean needed post visit: No
Additional Comments/Requests: (i.e. meals needed, CRC coverage, etc.): None