



## Emergency Department Research Assistant Rules

**As an Emergency Department Research Assistant (EDRA), I agree to the following rules and regulations:**

### **Dress Code:**

- I will wear business casual attire, volunteer lab coat, and ID badge
- I will not wear jeans, shorts, sandals, flip flops, or open-toed shoes, crocks with air holes or shoes that have thin soles, as this is a safety issue.

### **Safety:**

- I will, in addition to the other precautions reviewed in orientation, wear gloves when appropriate, wash my hands before and after patient contact, report needle sticks immediately.
- I will not handle sharps.
- If I sense that a patient may be physically aggressive, I will notify a staff member.
- I will not have direct involvement with medical procedures that are not permissible for volunteers to perform, such as drawing blood.

### **Check-in:**

- Sign in and out of the check-in sheet located in the ED Research office.
- Notify current shift personnel and discuss prior shifts activity
- Introduce yourself to the Adult, Pediatric attending physician and charge nurse.

### **Patient Advocacy:**

- I will pay careful attention to patients' needs and requests.
- I will encourage patients to ask questions about their care.
- I will pay particular attention to any infraction of a patient's rights.
- I will respect patients' need for privacy and confidentiality, and will speak gently to them.
- I will not discuss details of a patient's case with anyone except members of his/her medical team.
- I will not even discuss such details with the patient's family.
- I will follow up on issues with the nursing supervisor and/or the administrator on hand, and will notify the Program Coordinator.
- I will not become antagonistic with staff over patient advocacy issues.
- I will not disclose personal information inappropriately, especially regarding HIV and psychological status.
- I will never report a death to patient or family members.



### **Medical Questions/Procedures:**

- I will always, in case of any doubts, ask the ED staff for guidance. I will direct all medical questions to nursing and medical staff.
- I will not enter an exam area with a drawn curtain unless first asking to do so. I will be sure to introduce myself to the patient and doctor, and I will not interrupt a medical exam.
- If a "trauma code" is announced, I may go to the trauma bays and remain in the hallway out of the way to quietly observe and that I will leave the area immediately if asked to do so by the medical team.

### **Research:**

- I will make sure I'm up-to-date with all on-going studies.
- I will make sure that I have been briefed by the investigator on the protocol, and that I understand it thoroughly before I attempt to collect data for a particular study.
- I realize that for a given study, candidate patients must (1) fit the target group, and (2) not meet any exclusion criteria. This information can be obtained from either the nurse, resident or attending physician of the patient.
- I understand that once a patient has been identified, I must introduce myself as a research volunteer, briefly describe the purpose of the study and what it involves, and get expressed consent from the patient. This requires that I explicitly ask if this would be okay, and that the patient is competent and answers "yes." Only at this point may I proceed with the data collection.

### **Attendance/Volunteer Commitment:**

- I will comply with all program shift scheduling and attendance policies.
- I will notify the Coordinator when I am unable to make my shift.
- I will request a change in schedule if my work/school does not allow me to keep my present schedule, as I'm not allowed to change it on my own.
- I will be prompt and consistent.
- I will, at the time of my resignation from the program, return my volunteer ID.
- I will make up any/all missed shifts in a timely manner.