

# Johns Hopkins Bayview Medical Center

## CLINICAL RESEARCH UNIT

### The CRU Data Management Process. From study to server

Policy No:

Original Date: 4/7/2008

Previous Date: none

**Purpose:** To outline the components of a Data Collection, Data Analysis and Data Archiving.

**Procedure:** Unscored studies are to be collected from CRU/BPRU/JHAAC

1. Studies are confirmed with Cyndi (CRU/BPRU) to ensure all studies are collected.
2. Copies of demographic sheets are given to Cyndi and originals are faxed to JHAAC and filed in a binder at the CRU.
3. Recordings are uploaded to the CRU computer at the JHAAC.
4. Subject tracking spreadsheet index is updated at the CRU with subject demographics.
5. Studies scored by Registered Polysomnographic Technologists (RPSGT)
6. All scored studies are reviewed by Norman Schubert, reports are generated and studies are reviewed and finalized by Dr. Alan Schwartz.
7. Subject tracking spreadsheet index is updated after the studies are finalized.
8. Hard Copies of reports are filed by protocol and in alphabetical order or subject ID.
9. Soft copies are placed in the CRU PSG REPORT folder on the JHAAC CRU computer and are also uploaded to the Galileo server.
10. Final PSG DATA (unscored / scored work pads recordings and final reports are copies to the Terastation.
11. Final PSG Data are copied to a DVD library and housed on the CRU in a locked file cabinet. DVD library is by protocol. Each binder has a sign out sheet if a DVD is needed to be removed. In the front of each binder will be a list of what is on each DVD. A key to the file cabinet will be left in the research room in the JHAAC and Cindy will have a key at the front desk at the CRU.
12. After the two back ups are created, the recordings are deleted from the CRU computer at the JHAAC.
13. Subject tracking spreadsheet index is updated after two backups are created.

**Originator:** CRU Sleep Technician

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