

The Biobehavioral Testing Unit

The BBTU is dedicated space for multidisciplinary research that seeks an integrated understanding of the biologic, behavioral and social determinants of child development. This unit supports developmental research extending from genetic and molecular levels to studies at entire neural systems and includes studies of functional outcomes reflecting both basic processes and the environmental context in which the child lives.

The BBTU provides a facility that supports studies of early brain development at CFRI. It is ideal for studies involving:

- behavioral observation with one way glass/interviewing
- free-field play and behavioral assessments (mother-infant/child interaction, early infant cognitive assessment, stress regulation in early school aged children, executive functions in early school aged children.
- studies of infant attention and habituation/information processing
- studies of executive functions in school aged children
- studies of early infant language

The BBTU facilities include:

- 6 testing rooms, 3 with adjacent viewing windows. Each room contains a basic desk and chairs.
- control room for integrated physiological and behavioral data recording and processing
- capability to carry out state-of-the-art simultaneous non-invasive measures of cardiac autonomic arousal and behavioral measures of pain/stress across all ages during childhood.
- weight/assessment equipment, which includes electronic scales (infant, adult), stadiometer (infant and adult) and electronic BP monitor.
- facilities for processing saliva with centrifuge links to CFRI server for secure data storage/archiving
- dedicated UBC high-speed network linkage and laptop data-port

The BBTU can arrange for qualified staffing on a fee for service basis on a case-by-case basis. This includes training Research Assistants trained in acquiring behavioural and physiological data, for the following types of studies:

- Childhood behavioral assessment (newborn-school aged) (mother-infant/child interaction, early infant cognitive assessment, stress regulation in early school aged children, executive functions in early school aged children.
- studies of infant attention and habituation/information processing
- early cognitive and language development in infancy
- studies that involve physiological and behavioral data recording and processing
- acquire samples for neuroendocrine stress regulation using saliva and blood collection.

The Biobehavioral Testing Unit - Policy on Room Use and Room Bookings

Priority for use of BBTU space will be based on the following 3 levels:

Level 1: Studies led by CFRI investigators with peer review funded biobehavioral research (and a UBC ethics certificate) that requires the specific type of BBTU space, personnel and technologies already available. These would be studies that would require an Early Human Experience Unit as PI.

Level 2: Similar to Level 1, but PI may be from elsewhere in CFRI, but co-PI would be from EHEU and would be involved with study design, measurement methodology and data reduction/analysis.

Level 3: Similar to Level 1, but PI maybe from elsewhere in CFRI and the BBF facilities would be contracted for the PI's work (i.e. personnel and space/equipment would be available on a cost recovery basis).

As space for interviewing and other clinical research is available elsewhere at CFRI. The lowest priorities would be given to investigators who just need study space and not equipment or specialized personnel skills.

1. The BBTU is under the management of the CFRI Clinical Research Support Unit (CRSU).
2. The BBTU can be booked for clinical study appointments and monitoring visits. An orientation to the BBTU is required prior to booking the rooms.
3. The Clinical Research Support Unit (CRSU) will manage the BBTU space. The BBTU is located on the sixth floor of the Women's Health Centre, on the BC Children's Hospital and BC Women's Hospital & Health Centre Campus.
4. All users must complete the brief Application for the Use of the Clinical Research and Evaluation Facilities before the space can be scheduled. You can download and complete the application form (<http://cfri.ca/crs/researchclinic.asp>). The BBTU Manager is available to assist first time applicants with this form (contact: ubrain@cw.bc.ca).
5. The application can be saved and electronically submitted to the Clinic Coordinator (ubrain@cw.bc.ca) or printed and faxed to the CRSU assistant, Evelyn Chan at 604-875-3124.
6. The completed application will be reviewed by the CRSU Director for resource availability and appropriateness within the BBTU. You will be contacted with availability within one week of the received completed application.
7. All booking for use of the BBTU are coordinated through the Research Manager, Ursula Brain. Testing rooms are booked in one hour increments, and are available from 0800 to 1700, 5 days a week.
8. The BBTU operates on a fee for service basis to offset the operating costs of the space. The rate for use of the BBTU is determined on a case-by-case basis. Individual Investigators will be responsible for all study specific consumable supplies (from specimen containers to speculum), portering costs, long distance telephone charges, printing charges, etc.
9. The Research Manager/Principal Investigator must advise the BBTU Manager as early as possible if the booked rooms are no longer required. **A 24 hour cancellation is required to prevent being billed for use.**
10. For general inquiries and/or a brief orientation of the BBTU space, please email ubrain@cw.bc.ca.

11. Testing Rooms

- a. The BBTU expects that the authorized research staff will leave the testing rooms in a clean and tidy state, as they found it. The authorized research staff must notify the BBTU Research Manager if the rooms are not in a clean and tidy state.
- b. Users of the BBTU are to inform the BBTU Coordinator if any equipment is missing, or requires repair or calibration.
- c. The authorized research staff are free to change the configuration of tables and chairs in the exam rooms, but upon leaving the room, must return it to the way it was found.
- d. Researchers are responsible for providing their own supplies, toys and equipment. Minimal supplies are provided. Please note that the Cleaning staff will not be responsible for wiping down toys.

12. Weigh/Assessment Room

- a. The BBTU expects that the authorized research staff will leave the weigh/assessment room and exam rooms in a clean and tidy state, as they found it. The authorized research staff must notify the BBTU Coordinator if the rooms are not in a clean and tidy state.
- b. Users of the BBTU are to inform the BBTU Coordinator if any equipment is missing, or requires repair or calibration.
- c. The authorized research staff are free to change the configuration of tables and chairs in the exam rooms, but upon leaving the room, must return it to the way it was found.
- d. Equipment is available in the observation room that allows clinicians or researchers to observe a session from behind a one-way mirror.
- e. Researchers are responsible for providing their own supplies, toys and equipment. Minimal supplies are provided. Please note that the Cleaning staff will not be responsible for wiping down toys.
- f. Telephones, computers and printers are provided for use in the BBTU. Generic access and passwords are provided for use in the Exam Rooms. No personal or patient data may be stored on the PC's. Both CFRI/UBC and PHSA networked computers are available in the BBTU. There is no long distance telephone access in the BBTU. Researchers must apply to PHSA for a long distance code for long distance calls and faxes.

13. BioSamples:

- a. Blood and saliva sampling will be only be done in the Weigh/Assessment room
- b. BioSampling, sample handling and storage will be done according to BCCH/BCWH policy (Peripheral Blood Sampling via Venipuncture (phlebotomy) April 2011) to ensure universal precautions are followed.

14. Centrifuge

A short training session is required before use of centrifuge. No biological samples are to be left in the refrigerator overnight.

15. Arriving at the Biobehavioural Testing Unit

The BBTU expects that the authorized research staff will be at the BBTU a minimum of 30 minutes before their first scheduled appointment, to ensure that they always arrive before their clients.

16. Patient & Staff Safety

- a. On the occasion that there is disruptive or threatening behaviour, a patient codes or requires first aid, the PHSA Oak Street Protocols related to Security and Protection Services must be followed. The urgent assistance contact number is local 899, first aid is local 899 and the non-urgent contact number is 604-875-2999.
- b. **If you have any concerns about your personal safety or general security, please do not hesitate to call Protection Services at extension 2999. For a security emergency dial 899.**
- c. **For Code Blue, follow site policy for C&W by dialling 33 and first aid 899.**
- d. As per the REB requirements for reporting adverse events, you are required to complete the required incident report. A copy of this report must be submitted to the BBTU Manager.
- e. No sedation of patients/subjects will be permitted in the BBTU. Only procedures/tests that are acceptable in an ambulatory setting are permitted. Researchers must have on hand anaphylaxis kits in the event of an adverse allergic reaction to tests/vaccines being administered in the BBTU.
- f. The BBTU is a scent free zone.

17. Ethical Considerations and Confidentiality

The ethos of the BBTU is one of professionalism, kindness and respect for clients and this should be demonstrated in the behaviour that staff show at all times. Confidentiality is one of the core tenets of ethical practice and we have a duty to respect the client's trust and keep private any information we may hear in the course of their visit. Confidentiality also requires us to respect the client's privacy by restricting access of others to that information.

18. Security

- a. All doors within the BBTU unit are to remain locked when not in use. A key will be made available to unlock the booked/assigned rooms, staff room and storage rooms for the duration of your booking. At the completion of your allotted time, you are responsible for ensuring that all the doors are locked and secure, and that the outside entrance/exit are secure.
- b. In the event of any urgent building concerns, please call the BBTU Manager or Emergency Plant services.

Appendix: BBTU Room Booking Guidelines

Once the BBTU Coordinator your application for use of the BBTU, rooms can be scheduled per BBTU scheduling guidelines through the Microsoft Outlook room booking (if you do not have a PHSA log in, the BBTU Coordinator can assist you with booking). Exam rooms are available from 0800 to 1700, 5 days a week.

Six rooms are available for booking. When selecting the rooms choose from the following rooms:

- Room CFRI BBTU Room E600 Observation 1
- Room CFRI BBTU Room E600 Observation 2
- Room CFRI BBTU Room E600 Interview 1
- Room CFRI BBTU Room E600 Interview 2
- Room CFRI BBTU Room E600 Interview 3
- Room CFRI BBTU Room E600 Interview 4
- Room CFRI BBTU Room E600 Control Room

To book a room, you are booking a meeting (select Meeting request) and you are inviting one of the rooms as an attendee. By adding the room you are selecting as an attendee, you will be able to view whether the room is available for your desired time period. You may also book multiple rooms in that time slot or invite any other researcher (you are adding them as an attendee as well). Please ensure you have selected the correct time slot.

The meeting request will be sent to the Coordinator's attention and if the room is available and you are an approved user it will be approved. A message will be sent to you indicating that the room request has been approved. If you have not had an approved room request within 48 hours, please email ubrain@cw.bc.ca.