

JSC Occupational Health Branch Clinic Test Subject Screening

Test Subject Screening Instructions for Recruiting Qualified Test Subjects

- All persons wishing to participate as a test subject (TS) must be cleared through Test Subject Screening (TSS) by passing a Category I physical for TSs which is renewed annually. With the exception of Wyle and NASA civil servants, TSs become temporary employees of JES Tech, LLC, who will be reimbursed \$10.00 an hour and must pass a background check and complete tax papers before they can be cleared for studies. Wyle and NASA employees will schedule shift and participate in studies as part of their job.
- In order for the Principle Investigator (PI) to obtain any subjects in testing (either for collecting scientific data or hardware testing) the following steps are necessary:
 - Obtain a Request for Human Test Subject Recruiting (found on Institutional Review Board [IRB] website <http://irb.nasa.gov/>)
 - Complete request form and return to TSS along with
 - Copy of IRB approval letter
 - Copy of Study Consent/Layman's Summary form
 - Copy of Labor Authorization Document (LAD) for TS payment
 - Protocol specific requirements/exclusion factors for TS
 - Location of test site and schedule for TSs
 - Addition requests i.e. advertising, flyers, etc.
- Six weeks is the recommended time for recruiting the TSs for a study. It should be noted that some studies with very involved protocols will take longer and the TSS should be given as much notice as possible. However, for many of the studies, TSs can be recruited with a quick turn-around from the current Qualified TS pool.
- TSS nurses will begin recruiting subjects who meet the study specific protocol requirements from the Qualified TS pool upon receiving the completed request paperwork. A renewal physical is scheduled if needed.
- TSs agreeing to participate in a particular study will then be submitted to an Occupational Medicine Clinic (OMC) physician for clearance.
- If a PI sends names of potential TS/TSs to be screened for the study, the TSS nurses arrange for the person/s to be scheduled for a physical and cleared for the protocol.
- If advertising is required, the TSS nurses will work with the PI to facilitate the clearance and placement of the advertisement. Articles placed in the JSC Today are free but limited to 150 words and can be published only one time a week.
- Once the TS is cleared for a specific study, the TSS nurses will send the PI the TS's name, contact information, date of physical expiration and date of submission as the official TS Qualified Roster. At this time, the PI is then free to contact the TS for scheduling his/her briefing and participation in the study.

JSC Occupational Health Branch Clinic
Test Subject Screening

- PIs are responsible for contacting the TSSs with any scheduling changes or delays in the study.
- PIs will be provided information for completing the payroll paperwork to the TSS Medical Secretary. Hours for testing Wyle or NASA employees are listed as non-paid hours. All hours, both paid and non-paid hours of testing, are reportable to the medical secretary on a weekly basis for payroll and for TSS stats.