

Internal Charges Policy

Schedule IC-HTH-02: Clinical Trial Unit

Approving authority	Vice President (Corporate Services)
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Description	The Clinical Trial Unit charges follow the Internal Charges Policy and are set to recover the costs incurred as a direct result of providing Clinical Trial Unit services to Griffith University internal users. This document is a supplement to the Internal Charges Policy and subsequent Approved Internal Charges List.

Related documents

[Internal Charges Policy](#)

[Approved Internal Charges List](#)

[Finance Management Practice Manual](#)

Clinical Trial Unit (CTU) charges

Fee type	Fee amount	Comments
One off Set-up	\$300.00 per setup	The fee recovers CTU staff salary for setting up and closing a project including service request, induction (maximum of 2), initial website listing, exit procedure, project reconciliation etc. The user pays per project conducted in the CTU independently of the length of the project. The fee covers 5.5 hours of CTU staff time.
Project Management fee	\$20.00 per month	The fee recovers CTU staff salary for ongoing project management in the CTU e.g. room bookings, website updates, volunteer list provision, reception duties including other operational ongoing requests.
	\$70.00 per month	The fee recovers CTU staff salary for the above mentioned services in addition to work associated with staff planning and oversight for the provision of trial coordination.
Service Costs	\$70.15 per hour	Service costs are charged to recover CTU staff salary for specific clinical services (such as venepuncture, ECG recordings, nursing support etc.) and is only applicable to users who request these specific services. Operational costs are applicable for consumables (per below).
Quality, Safety and Support Costs	Varies depending on staff level	The fee recovers CTU staff salary for quality, safety and trial participant administrative support services and is only applicable to users who request these specific services.

Fee type	Fee amount	Comments
Operational Costs	Varies depending on staff level and cost per item	Operational costs are to recover CTU staff salary for maintaining the facilities as per Good Clinical Practice requirements, for essential clinical consumables and for miscellaneous expenses (e.g. hand wash, gloves, bedrolls, laundry, emergency trolley drugs, temperature monitoring and some equipment costs etc.) supplied in these facilities.
Facility charges	Charges depend on room and duration of use	Facility fee is charged for requested and used facilities as per below table. Please note: Facilities MUST be booked PRIOR to use. CTU facilities are limited. Room booking cancelations are to be received 24hrs in advance otherwise charges will apply. CTU storage facilities are limited and are subject to availability.

CTU Facility charges

Facility	Operational costs	Unit
Room 4.39a (Kitchenette)	\$0.00	Charge per participant per occasion
Room 4.40 (Patient Lounge Room)	\$0.00	Charge per participant per occasion
Room 4.41 (Large Consultation/Examination Room)*	\$5.60	Charge per hour
Rooms 4.43-4.44 4.46-4.48, 4.53 (Examination Room)*	\$5.60	Charge per hour
Room 4.45 (Drug Preparation & Storage) AMBIENT	\$5.90	Charge per storage compartment/shelf per month
Room 4.45 (Drug and Sample Storage) FRIDGE	\$6.70	Charge per storage compartment/shelf per month
Room 4.45 (Sample Storage Room) FREEZER	\$13.10	Charge per storage compartment/shelf per month
Room 4.49 (Procedure Room)*	\$14.60	Charge per hour
Room 4.59 (Room for Study coordinators)**	\$1.50	Charge per desk per month
Room 4.61 (Document Storage)	\$0.00	NA
Room 4.62 (Consumable Storage Room)	\$1.50	Charge per storage compartment/shelf per month
Room 4.63 (Haematology Room)*	\$4.70	Charge per hour
Room 4.63 A (Lab Space) *	\$1.75	Charge per hour

* User can request and pay in 15 min blocks if required.

** The operational cost includes paper used for printing.

CTU Equipment charges

Equipment *	Operational costs	Unit
ECG Machine	\$3.65	Charge per use
Vital Sign Monitor	\$5.00	Charge per use
Metal Dressing Trolley	\$8.00	Charge per month

* Equipment is available for hire following instruction by a nurse. A request to have equipment operated by a nurse will attract an additional service cost, as listed earlier.

CTU Facilities Map (G40 level 4)

