

Setting Up An Impromptu Home Office



1

Establish your typical working hours. Will you work the traditional 9 am to 5 pm with a 30 minute lunch? Or will you work 7 am to 3 pm to align yourself with the usual times your patients may call with questions?

2

Ensure you have a dedicated office space. The kitchen table is big, but is it practical to clean that space on a daily basis to allow for dinner later that evening? It would be good to have a dedicated desk while working at home. This space should also be free from noises or distractions in case you are on a conference call and need to speak.

3

Check your emails at least three times a day - morning, mid-day and evening. Be responsive to any email requests even if its just acknowledging receipt and telling the study team you are researching their inquiry further and will get back to them. It can seem unprofessional if you do not respond to emails received, so be sure to check your emails frequently. File emails as well into specific study folders to keep your inbox clear. You can even take it a step further and have subfolders per patient under the main study folder in your inbox to stay organized.

4

Keep a file folder for each study. This can be electronic, paper or a combination of both. You can use these folders to keep track of any issues or items for follow-up or actions to complete when back in the office.

5

Work with IT to get your computer, printer, mouse and keyboard all synced and connected to Wifi or an Ethernet cable. Be sure to learn how to do quick troubleshooting to keep your computer up and running. E.g. learn how to connect/disconnect to the VPN, turn on and off your printer to reboot, change ink cartridges, and fix paper jams. Be sure to keep spare batteries in case you have a battery powered mouse.

6

Ensure you have the office supplies you need and even have a back-up ink cartridge just in case you run out of ink in crunch time and do not have time to run to the store to get another. Be sure to have pens, highlighters, sticky notes, printing paper, stapler, staples, permanent marker, ink cartridges, file folders, and other supplies you use on a daily basis.

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