**Clinical Research Professional Documents to be emailed to Research Administration at**

**VPHS-CRO@email.arizona.edu** **(*to be completed within the first 30 days of UA employment*)**

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| **Employee General Info:** |  |
| Name: |  |
| UA Email address |  |
| Employment Identification Number (EIN): |  |
| Dept. Name/Number: |  |
| Phone Number: |  |
| Primary Office Location: |  |
| Supervisor Name: |  |
| Supervisor Email: |  |
| Supervisor Phone Number: |  |
| Date Form Completed: |  |
| **Employment & Training Documents to send:** | **Date completed & certificate** |
| Resume/CV with current UA position (signed & dated within 2 years) **REQUIRED** |  |
| * Human Subject Protections (Collaborative Institutional Training Initiative (CITI) Training) **REQ**
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| * Biomedical Research Investigators (valid for 4 years) **REQUIRED**
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| * Good Clinical Practice (GCP) (valid for 3 years) **REQUIRED for NIH funded clinical trials**
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| * Native American Research **REQUIRED**
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| * Clinical Research Coordinator (CRC)
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| * Biomedical Responsible Conduct of Research
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| * HIPAA (research-focused) (annual renewal) **REQUIRED**
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| * Conflict of Interest (COI) (valid for 4 years) **REQUIRED**
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| * Immunization records  **REQUIRED if working in Banner space or with Banner patients**
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| * Hepatitis B
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| * MMR
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| * Varicella
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| * Annual TB test
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| * Tetanus booster (within the last ten years of rotation)
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| * Current Flu Vaccination (December – March)
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| License documentation (if applicable) *i.e. nursing license* |  |
| Certification documentation (if applicable) *i.e. tech certification* |  |
| * Responsible Conduct of Research Program (as required for faculty funded by NSF or NIH)
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| * IATA training, if shipping Research Study specimens *i.e. blood, urine, etc.*
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| * Other training to meet applicable Research Study requirements
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| * Bloodborne pathogens (as required for job)
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| * Biosafety Training (as required for job)
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| * Radiation Safety (as required for job)
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| * Chemical Safety (as required for job)
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| * Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) Training (as required for job)
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