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

[**VPHS-CRO@email.arizona.edu**](mailto: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** | |  |
| * Biomedical Research Investigators (valid for 4 years) **REQUIRED** | |  |
| * Good Clinical Practice (GCP) (valid for 3 years) **REQUIRED for NIH funded clinical trials** | |  |
| * Native American Research **REQUIRED** | |  |
| * Clinical Research Coordinator (CRC) | |  |
| * Biomedical Responsible Conduct of Research | |  |
| * HIPAA (research-focused) (annual renewal) **REQUIRED** | |  |
| * Conflict of Interest (COI) (valid for 4 years) **REQUIRED** | |  |
| * Immunization records  **REQUIRED if working in Banner space or with Banner patients** | |  |
| * Hepatitis B | |  |
| * MMR | |  |
| * Varicella | |  |
| * Annual TB test | |  |
| * Tetanus booster (within the last ten years of rotation) | |  |
| * Current Flu Vaccination (December – March) | |  |
| 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) | |  |
| * IATA training, if shipping Research Study specimens *i.e. blood, urine, etc.* | |  |
| * Other training to meet applicable Research Study requirements | |  |
| * Bloodborne pathogens (as required for job) | |  |
| * Biosafety Training (as required for job) | |  |
| * Radiation Safety (as required for job) | |  |
| * Chemical Safety (as required for job) | |  |
| * Basic Life Support/Cardiopulmonary Resuscitation (BLS/CPR) Training (as required for job) | |  |