**Clinical Research Professional Training Checklist (*to be completed with first 30 days of UA employment*)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Name& Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Online/Self-Paced Training Checklist REQUIRED TRAINING** |  |
| *CITI Program Training* – <http://www.citiprogram.org/>  “Log In Through Institution”, select “University of Arizona”, Log in with UA NetID | **Date Completed** |
| Biomedical Research Investigators *[valid for 4 years]* |  |
| Good Clinical Practice (GCP) [*valid for 3 years]* **REQUIRED for NIH funded clinical trials** |  |
| Native American Research |  |
| Clinical Research Coordinator (CRC) |  |
| Biomedical Responsible Conduct of Research |  |
| *UAccess Learning Training to be Completed*– <http://www.uaccess.arizona.edu/> \*\* | **Date Completed** |
| Certification: HIPAA (Health Insurance Portability & Accountability Act) Essentials  [***renew annually***] HIPAA 101 (UA-1225) \*HIPAA certification required to access UA-1225  <https://rgw.arizona.edu/compliance/hipaa-privacy-program/hipaa-training-certification> |  |
| Conflict of Interest Program – Scroll down to Training and Disclosure – *[valid for 4 years]*  Select Online Disclosure   * <http://rgw.arizona.edu/compliance/conflict-interest-program/individual-conflict-interest-research/instructions-completing-your-financial-disclosure> * <https://rgw.arizona.edu/sites/default/files/coi_training/story_html5.html> |  |
| Information Security Awareness Training (UA-1332) [*renew annually*]  <https://security.arizona.edu/content/all-employee-security-awareness> |  |
| Discrimination & Harassment Prevention\*\* – <http://equity.arizona.edu/training/online-training> |  |
| |  | | --- | | Arizona State Public Employee Orientation\*\* – <http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation> | |  |
| *Other Online Based Training to be Completed* (**REQUIRED TRAINING -** **as applicable**) | **Date Completed** |
| Division Orientation w/supervisor   * Work hours, time reporting, time-off requests, dress code, division structure, tour, etc., performance review/evaluations |  |
| Certification: Bloodborne Pathogens <https://risk.arizona.edu/training/bloodborne-pathogens>  Safety: Bloodborne Pathogens (UA-1232) \*Bloodborne certification required to access UA-1232 |  |
| Certification: Shipping Hazardous Materials (IATA)  <https://risk.arizona.edu/training/shipping-hazardous-materials> |  |
| Radiation Safety Training - <https://rgw.arizona.edu/compliance/rlss/radiation-safety/radiation-safety-training> |  |
| BLS/CPR Certification |  |
| Phlebotomy |  |
| Cerner access & training – (if applicable) Info: <https://cats.med.arizona.edu/content/banner-umc>  Contact: Your department’s assigned Clinical Trial Senior Manager (CTSM) |  |
| Sonora Quest 360 – (if applicable) – Contact the Customer System Team to schedule training at [QLCustomerSytems@SonoraQuest.com](mailto:QLCustomerSytems@SonoraQuest.com) or (602) 685-5465. Please be sure to include your SQL departmental account number when requesting training. |  |
| HIPAA compliant Zoom Meetings:  <https://rgw.arizona.edu/compliance/hipaa-privacy-program/zoom-health> |  |

**\*\* Firefox browser works best with UAccess Learning modules**

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| OnCore Clinical Trial Management System access & training – <https://research.uahs.arizona.edu/oncore/training-office-hours> Send required documents and schedule training with: [OnCoreSupport@email.arizona.edu](mailto:OnCoreSupport@email.arizona.edu) |  |
| REDCap – <https://cb2.uahs.arizona.edu/services-tools/surveys-clinical-databases-redcap> |  |
| Certification: UA Requirements & Defensive Driving (RMSCRTDRV)  Driving: UA Requirements & Defensive Driving (UAccess Learning Module UA-1229) \*Certification required to access UA-1229\* - <https://risk.arizona.edu/training/defensive-driving> |  |
| Driver Registration – <http://risk.arizona.edu/faq/driver-registration> |  |
| Fleet Safety Policy (Review Only) - <http://risk.arizona.edu/sites/risk/files/fleetsafetypolicy.pdf> |  |
| **Live/Group Based Training Checklist** |  |
| *Class based/Instructor Led Training to be Completed* (***as applicable***) | **Date Completed** |
| UA Health Sciences New Employee Orientation - Contact UAHS Human Resources  <https://hr.arizona.edu/employees-affiliates/new-ua>  <https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs> |  |
| UA Health Sciences – Benefits Orientation – Enrollment\*\*  <https://apps.hr.arizona.edu/neo/main.php> |  |
| Arizona State Public Employee Orientation - <http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation> |  |
| **Orientation Checklist** |  |
| *Forms/Tasks to be Completed* | **Date Completed** |
| CV/Resume with current UA position, signed & dated (*within 2 years*) |  |
| Immunization records (Hep B, MMR, varicella, tetanus, flu, TB test) (*as required for job*) |  |
| UA study subject consenting principles & practice (review SOP) |  |
| Banner Health security badge request – Contact: [VPHS-CRO@email.arizona.edu](mailto:VPHS-CRO@email.arizona.edu)  Info & Form: <https://cats.med.arizona.edu/content/banner-umc> |  |
| Obtain CAT Card/provide copy to supervisor |  |
| Enroll in NetID+ (Plus) - <https://netid-plus.arizona.edu> ; Instruction links included |  |
| Establish CatCard PIN for building/office entry (if applicable): <https://www.fm.arizona.edu/dacportal/index.html#/> |  |
| Obtain UA Office Key(s) (if applicable) |  |
| Obtain/Verify Parking Arranged (if applicable) |  |
| **Bookmarks & Listservs** |  |
| Coordinator Corner - <https://cats.med.arizona.edu/content/coordinator-corner> |  |
| UAHS Research Administration Website - <http://research.uahs.arizona.edu/> |  |
| All UAccess Systems - <http://uaccess.arizona.edu/> |  |
| UA Research Gateway - <http://rgw.arizona.edu/> |  |
| UA Phonebook - <http://directory.arizona.edu/phonebook> |  |
| UAHS Room Scheduler (Tucson) - <https://resource-scheduler.pharmacy.arizona.edu/s/index> |  |
| Sign up for Clinical Research Coordinator Listserv (bottom of page)  <http://research.uahs.arizona.edu/clinical-trials/resources> |  |
| Sign up for IRB Listserv - [http://rgw.arizona.edu/compliance/human-subjects-](http://rgw.arizona.edu/compliance/human-subjects-protection-program/about-the-irb#IRBListserv) [protection-program/about-the-irb#IRBListserv](http://rgw.arizona.edu/compliance/human-subjects-protection-program/about-the-irb#IRBListserv) |  |

**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: |  |

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| **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) | |  |