**Clinical Research Training Checklist**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hire Date\_\_\_/\_\_\_/\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courses/Programs** | **Employee initials** | **Completion date** | **Supervisor initials** | **Comments** |
| CITI GCP Training (within 2 weeks of hire) |  |  |  |  |
| CITI Initial IRB Training (within 2 weeks of hire) |  |  |  |  |
| CCTS Research Orientation Program (ROP) (for study staff within 2 months of hire) |  |  |  |  |
| CCTS Research Training Program (RTP) (for study staff within 6 months of employment) |  |  |  |  |
| CCTS Clinical Investigator Training Program (CITP) |  |  |  |  |
| Financial Conflict of Interest Training (every 4 years) |  |  |  |  |
| Disclosure of Financial Interest Form Completed (every 4 years or as requested) |  |  |  |  |
| The Kirklin Clinic Travel Badge (annual renewal) |  |  |  |  |
| IATA - Shipping Infectious Substances Category B (every 2 years) |  |  |  |  |
| IATA - Shipping with Dry Ice (every 2 years) |  |  |  |  |
| IATA - Medical Waste Management for Labs (every 2 years) |  |  |  |  |
| Bloodborne Pathogens Course (BIO500) (annually) |  |  |  |  |
| Read/Sign Department SOPs (as needed) |  |  |  |  |

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| **If Applicable** | **Employee initials** | **Completion date** | **Supervisor initials** | **Comments** |
| Children’s of Alabama Access |  |  |  |  |
| iConnect (annual renewal) |  |  |  |  |
| IMPACT (annual renewal) |  |  |  |  |
| OnCore |  |  |  |  |
| HIPAA |  |  |  |  |
| BLS/CPR (every 2 years) |  |  |  |  |
| Proof of RN License (every 2 years) |  |  |  |  |
| VA WOC Access card (every 2 years) |  |  |  |  |
| VA IRB training and VAMC (annually) |  |  |  |  |
| Influenza Vaccine (annually) |  |  |  |  |