**OHSU Clinical Research Coordinator Required Training Checklist**

NAME UNIT / DEPT

POSITION EVAL PERIOD

|  |  |
| --- | --- |
| **EDCUATION REQUIREMENTS AND COMPETENCIES** | **DATE COMPLETE** |
| **UPON HIRE** |  |
| [New Employee Orientation](https://o2.ohsu.edu/human-resources/learning-and-development/new-employee-training/new-employee-orientation.cfm) Day 1 |  |
| [Respect at the University](https://www.ohsu.edu/xd/about/services/human-resources/working-at-ohsu/compass.cfm) |  |
| [HIPAA Privacy and You](https://www.ohsu.edu/xd/about/services/human-resources/working-at-ohsu/compass.cfm) |  |
| [Responsible Conduct of Research](https://o2.ohsu.edu/integrity-department/training/rcr-training.cfm) (RCR) |  |
| [RCR Involving Human Subjects](https://o2.ohsu.edu/integrity-department/training/rcr-training.cfm) |  |
| RCR: [Good Clinical Practices](https://o2.ohsu.edu/integrity-department/training/rcr-training.cfm) (GCP) (if study is FDA regulated or an NIH funded clinical trial) |  |
| [RCR: Bisafety/Biosecurity](https://o2.ohsu.edu/integrity-department/training/rcr-training.cfm) (If study Involving rDNA or Infectious Agents) |  |
| [eCRIS Training](https://o2.ohsu.edu/ecris/access-and-training.cfm) (if study subjects consented by OHSU employees) |  |
| [General Safety](https://www.ohsu.edu/xd/about/services/human-resources/working-at-ohsu/compass.cfm) |  |
| **UPON HIRE AND PERIODICALLY** |  |
| [Conflict of Interest in Research (CoIR)](https://bigbrain.ohsu.edu/coi/) (annual) |  |
| [Integrity Booster](https://o2.ohsu.edu/integrity-department/training/integrity-booster-resources.cfm) (Annual) |  |
| **AS NEEDED**  |  |
| [OHSU Healthsystem New Employee Orientation](https://o2.ohsu.edu/human-resources/learning-and-development/new-employee-training/new-employee-orientation.cfm), Day 2 (Job duties performed in the OHSU Healthsystem) |  |
| [BLS](https://o2.ohsu.edu/organizational-effectiveness/training/required-classes/bls-cpr-renewal-classes.cfm) (Basic Life Support, if performing any clinical assessments or intervention with subjects, initial & every 2 years) |  |
| [ECG – 12 lead](https://o2.ohsu.edu/organizational-effectiveness/documents/upload/12-Lead-ECG-Acquisition-Competency.pdf) (if performing ECGs, initial and annual training) |  |
| [Phlebotomy](https://www.ohsu.edu/idp/Authn/UserPassword) (if drawing blood for 1st time or for refresher, course name “Phlebotomy Draw) |  |
| [Color Vision Screening](https://o2.ohsu.edu/occupational-health/services.cfm) (if performing urine dipstick, ph determination, or occult blood tests) |  |
| [EPIC access/training](http://ozone.ohsu.edu/ozone/epic/learning/EpicCare/index.cfm) (if research involves OHSU Healthcare services) |  |
| [Dangerous Goods & Biological Materials Shipper Training](https://www.ohsu.edu/idp/Authn/UserPassword)(If shipping specimens, every 2 years) |  |
| **Education Classes** |  |
| [OCTRI Clinical Research Coordinator Training](http://www.ohsu.edu/xd/research/centers-institutes/octri/education-training/for-study-coordinators.cfm) |  |
| [IRB Training](https://o2.ohsu.edu/integrity-department/research/irb-education-and-events.cfm) |  |
| [Research Administration Training & Education (RATE) Clinical Trial 1 & 2](https://o2.ohsu.edu/research-administration-training-education/research-administration-education/rate-courses.cfm) |  |