

Clinical Research Employee Training Checklist

Review this checklist with your supervisor to identify which trainings you should complete based on your position and assigned research duties. As you use the checklist, please note the following:

- Verify that you have the most recent version of the checklist from the OCTRI Website.
- [Compass](#) is OHSU's Learning Management system. Link to Compass live on the main O2 intranet webpage. Login to Compass and search for the classes listed below.
- If you are unsure if you need to complete a particular training, ask your supervisor.
- If you are still having trouble or if you find a broken link in this form, email OCTRI@ohsu.edu and we can help.

This checklist may not include all the trainings you will need to complete. It does not replace or include department specific trainings, Industry Sponsor required trainings, study specific equipment/systems training.

OCTRI Research Work Force Trainings/Networking Opportunities

OCTRI offers a variety of clinical research training to the OHSU research workforce. We offer a mix of in person, live online, and on demand eLearnings. We frequently add new classes so visit the [OCTRI Training and Education for Clinical Research Staff](#) page, read CRU News, and Research News to be informed of our new offerings.

Training	Location	Date Completed
OCTRI Study Coordinator IN PERSON classes		
<ul style="list-style-type: none"> • OCTRI Clinical Research Coordinator Workshop • OCTRI Essential Regulatory and Source Documents • OCTRI Writing and Obtaining Informed Consent • OCTRI Navigating Monitoring Visits and Audits for Clinical Trials • OCTRI Analyzing and Implementing a Research Protocol • OCTRI Assessing Study Feasibility and Study Start-up 	Compass	
<ul style="list-style-type: none"> • OCTRI CTRC Phlebotomy Class (if you position requires you to draw blood) 	Smartsheet signup	
OCTRI Live Online Classes		
REDCap <ul style="list-style-type: none"> • REDCap Basics Training for Project Builders • REDCap Survey Class Cohort Discovery <ul style="list-style-type: none"> • OCTRI Cohort Discovery Training 	Basics Registration Other trainings go to OCTRI Events	
Intro to Data Management for Research Series This is a six-part series that will be available in-person and live online. We recommend signing up for all classes but have left the option for people to sign up for individual classes. This is a beginner to intermediate class. <ul style="list-style-type: none"> • Data Management: Overview and Planning (Class 1) Data Management: Case Report Form Development (Class II) • Data Management: Data Collection, Capture, and Processing (Class III) • Data Management: Reporting (Class IV) • Data Management: Analyze (Class V) • Data Management: Publish, Store and Reuse Data (Class VI) 	Compass	
On Demand eLearnings		
<ul style="list-style-type: none"> • OCTRI Research Subject Injuries: Identification & Reporting at OHSU 	Compass	
<ul style="list-style-type: none"> • GCP and OHSU Research Documentation Training 	Compass	
<ul style="list-style-type: none"> • Recognizing Coded and De-Identified Data 		
<ul style="list-style-type: none"> • Oregon Genetic Privacy Law and Genetic & Tissue Opt out at OHSU 		
Database Basics for Research: Database basics for research staff with little to no database experience. This is not a REDCap class.	Compass	
<ul style="list-style-type: none"> • OHSU Research Pharmacy How We Work: Policies, Tools and Contacts 	Compass	

<p>CTRC MD Order Training: For Research Staff working with the CTRC, review the videos for required MD order content and processes.</p> <ul style="list-style-type: none"> • Overview of MD orders on the CTRC (Watch this video first) • Inpatient Orders on the CTRC • Outpatient/Ambulatory orders on the CTRC 	Echo 360 (links in titles)	
OCTRI Research Forum		
<p>OCTRI offers a monthly research forum. Past forums are recorded and available on the OCTRI Training page. Past research forum we recommend:</p> <ul style="list-style-type: none"> • Clinicaltrials.gov (3 trainings available) • Case Report Form Development • Electronic Consent • Assessing study feasibility • Research Across the Bridge: Conducting a Project at VAPORHCS • OHS Human Subjects Research Start-up Process 	OCTRI Research Forum	
Additional Training and Networking Opportunities		
<p>Sign up for applicable Newsletters & Distribution lists:</p> <ul style="list-style-type: none"> • Clinical Research United (CRU) • Clinical Research Coordinator Coffee Chats • Research Administration Info Network (RAIN) • Research Admin World Teams Channel and weekly Flashlight meetings 	<p>CRU Webpage</p> <p>RAIN Teams</p>	

There are additional OHSU trainings you may need to complete before conducting study related activities. For example, you will need to complete your CITI trainings before you can be added to a study in the eIRB.

Training	Location	Date Completed
IRB Trainings		
<p>IRB 101 Training Modules</p> <ul style="list-style-type: none"> • Intro to IRB (Getting Started) • Intro to IRB (Overview) • Intro to IRB (non-OHSU Collaborators) 	IRB Education and Resources	
<p>Recommend signing up for monthly IRB Lunch and Learn Sessions and visit the IRB Education Archive for relevant trainings.</p>	Compass	N/A
CITI		
<p>Responsible Conduct of Research (RCR) – required by federal regulations and institutional policy for all investigators and research staff conducting human, animal, and/or basic research</p> <p>Human Subjects Research (HSR)</p> <p>Good Clinical Practice (GCP)</p> <p>Animal Care and Use (ACU)</p> <p>Biosafety/Biosecurity – Working with rDNA/Infectious Agents/Toxins: Required if you work with recombinant DNA, Synthetic Nucleic Acid Molecules in cells, organisms or viruses, infectious agents or biologically-derived toxins.</p> <p>Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov</p> <p>Clinical Trial Billing Compliance</p> <p>Protocol Development and Execution Beyond a Concept</p> <p>Good Laboratory Practices</p> <p>All Access Webinar Package – gives you access to over 200 webinars in current clinical research topics. Continuing Education Credits are Available.</p>	CITI Program	
eCRIS		
eCRIS - OHSU's clinical research management system	eCRIS Access & Training	

COIR		
Conflict of Interest in Research (CoIR) – Disclosures must be completed by research staff prior to IRB approval and annually thereafter.	eCol system	
Clinical		
<i>OHSU Clinical Environment, as applicable</i> <ul style="list-style-type: none"> • Annual Competency in Basic Principles of Infection Prevention • Compliance Program Training • Dangerous Good and Biological Materials Shipper Training • Basic Life Support <i>Must be required in your position description</i> • Hospital Point of Care Testing (POCT) • Hemoglobin, Pregnancy, Urine Dips as needed • 12 Lead EKG Competency • MRI Safety Foundations 	Compass	
SciShield		
Laboratory Safety Training <ul style="list-style-type: none"> • Sharps Safety for Researchers • Introduction to Laboratory Safety at OHSU • Bloodborne Pathogen Training – required for anyone working with human sourced materials. • Radiation Safety for Researchers • Others as needed for your responsibilities/areas of research 	SciSheild	
Institutional Biosafety (IBC)		
BioSafety/Biosecurity: Working with rDNA/Infectious Agents/Toxins: Required if you work with recombinant DNA, Synthetic Nucleic Acid Molecules in cells, organisms or viruses, infectious agents or biologically derived toxins.	Compass or CITI	
Research Administration Training and Education		
Clinical Trials 1: Budgeting, Coverage Analysis, and Account Set-up Clinical Trials 2: Post-Award Finances (billing, reconciliation, closeout) RDA 101: Introduction to Research Administration	Compass for live class, slides on RATE	
Oracle Requisitions (if you job requires you to order supplies)	Compass	