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| New Employee On-Boarding Checklist | | | | | |
| On-Boarding Tasks | Trainer Initials | Date | New Employee Initials | Date | N/A |
| Parking Pass |  |  |  |  |  |
| Department Access |  |  |  |  |  |
| Department Based Orientations |  |  |  |  |  |
| Tour of Facilities |  |  |  |  |  |
| Obtain Lab Coat |  |  |  |  |  |
| Review Process for Timesheets and Leave Requests |  |  |  |  |  |
| Dress Code |  |  |  |  |  |
| Receive Departmental Contact Lists |  |  |  |  |  |
| Added to all Mandatory Meeting Invitations |  |  |  |  |  |
| Telephone and Voicemail Setup |  |  |  |  |  |
| Review Outlook Calendar |  |  |  |  |  |
| Update CV |  |  |  |  |  |
| Establish P3 Performance Review |  |  |  |  |  |
| Required Training | Trainer Initials | Date | New Employee Initials | Date | N/A |
| HIPAA Privacy and Security e-Learning |  |  |  |  |  |
| HIPAA Privacy and Research e-Learning |  |  |  |  |  |
| Other Applicable Employee e-Learning |  |  |  |  |  |
| IHIS Training Classes and e-Learning |  |  |  |  |  |
| OnCore Training Class |  |  |  |  |  |
| CITI Training (Basic, GCP and RCR) |  |  |  |  |  |
| IATA Training |  |  |  |  |  |
| Financial Conflict of Interest |  |  |  |  |  |
| Biological Safety Training for BSL2 |  |  |  |  |  |
| Online training Bloodborne Pathogens |  |  |  |  |  |
| Infectious Biological Waste Disposal |  |  |  |  |  |
| Online Training Bloodborne Pathogens Refresher |  |  |  |  |  |
| Computer Systems | Trainer Initials | Date | New Employee Initials | Date | N/A |
| OneDrive |  |  |  |  |  |
| Personal and Shared Network Drives |  |  |  |  |  |
| IS Functionality (group specific) |  |  |  |  |  |
| EPIC Training |  |  |  |  |  |
| OnCore Functionality |  |  |  |  |  |
| Proper encryption of mobile devices and flash drives |  |  |  |  |  |
| Required Reading | Trainer Initials | Date | New Employee Initials | Date | N/A |
| [Belmont Report](http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html) |  |  |  |  |  |
| [Declaration of Helsinki](https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/) |  |  |  |  |  |
| [ICH GCP E6 R2](https://www.ich.org/fileadmin/Public_Web_Site/ICH_Products/Guidelines/Efficacy/E6/E6_R2__Step_4_2016_1109.pdf) |  |  |  |  |  |
| [21 CFR 11](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.1.11&rgn=div5), [50](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.1.50&rgn=div5) , [54](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.1.54&rgn=div5), [56](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.1.56&rgn=div5), [312](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.5.312&rgn=div5), [812](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.8.812&rgn=div5) ; [42 CFR 11](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt42.1.11&rgn=div5); [45 CFR 46](https://www.hhs.gov/ohrp/sites/default/files/ohrp/policy/ohrpregulations.pdf) , [160](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title45/45cfr160_main_02.tpl) , [164](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title45/45cfr164_main_02.tpl) |  |  |  |  |  |
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| [FDA Guidance Documents](http://www.fda.gov/regulatoryinformation/guidances/) |  |  |  |  |  |

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| **Protocol Training Tracking Tool** |

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| **Trial** | **Sponsor Notified** | **Added at IRB** | **Protocol Training\*** | **Device/Procedure Training** | **Training Log** | **DOA/Signature Log** | **EDC Access** | **IVRS Access** | **Other** | **Consent Process\*\*** | | | | **Study Visits (e.g., Screening, Implant, Follow-up etc.)** | | | | **Training Complete (Date & Trainer’s Initials)** |
|  | | | | | | | | | | O | A | M | P | O | A | M | P |  |
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*O= Observe*

*A= Assist*

*M= Mock*

*P= Perform independently with coordinator present*

\* Protocol training includes : I/E , overview, aim, objectives, study procedures, screening, etc. and is done either with sponsor representative (if required) or primary coordinator of trial

\*\* Consent process includes: determination that I/E criteria met, interaction with subject/family, and documentation of process