UCSF University of California San Francisco

Suggested Training for Clinical Researchers at UCSF

#	completed	Topic	Resource	Notes	Behavioral	Observational	Interventional	Certificate/Documentation Provided	Approx. length of time to complete (min)
		New Hire and Onboarding Resources (Recommended Week 1-2)							
1		**HIPAA 101**	https://learningcenter.ucsfmedicalcenter.org/	SFMHRD2E_NEO101W_v100516	R	R	R	Yes	30
2		**HIPAA and Data Security for Researchers (IRB)**	https://hrpp.ucsf.edu/hipaa	https://hrpp.ucsf.edu/electronic-data-security	R	R	R		30
3		**CITI Human Subjects Training**	http://irb.ucsf.edu/citi-human-subjects-training	Required training for all human research studies	R	R	R	Yes	240
4		**CITI GCP**	https://www.citiprogram.org/	Good Clinical Practice training is usually optional but highly recommended	R	R	R	Yes	360
5		**Add CRC to study in systems**	Add to IRB applications (in IRIS), OnCore (clinicaltrials@ucsf.edu) and APEX study builds (via IT ticket)	https://ucsf.service-now.com/ess/	R	R	R		45
6		**Add CRC to study documents**	Add to delegation log in regulatory binder and document training	Be sure all studies track staff responsibilities and training	R	R	R		30
7		**Add to CRC ListServ**	http://irb.ucsf.edu/clinical-research-coordinators-council#listserv	Also contact department/division admin for other distribution lists	R	R	R		10
8		**Occupational Health Screening**	http://www.research.ucsf.edu/ohp/ohpClin.asp	You or your supervisor must make an appointment to have health screening clearance prior to exposure	R	R	R	Yes	10
9		**Review IRB Website**	http://irb.ucsf.edu/	Institutional Review Board (IRB); previously known as 'CHR'; selected links below	R	R	R		30
10		**IRIS Training (IRB)**	https://iris-help.ucsf.edu/irb-iris	IRB training videos for online application system	C	C	C		60
11		**Review The HUB Website and Training List**	http://hub.ucsf.edu/	Clinical Research Resource HUB (lots of info for CRCsR); selected links below	R	R	R		10
12		**OnCore**	http://officeofclinicalresearch.ucsf.edu/oncore-training-and-support	Complete Intro course on UC Learning Ctr to request access or email OnCore@ucsf.edu.	a	a	R	Yes	120
13		**APEX CRC Knowledge Bank and Training**	http://myapex.ucsf.edu/researchcrc	UC Learning Center > APeX > 'Non-Clinical Staff' > 'Clinical Research Coordinator' > 'CRC'.	a	a	R		120
		Core Training (Recommended Weeks 2-6)							
14		**Role of the CRC (IRB)**	http://irb.ucsf.edu/responsibilities-pis-and-crcs	Summary of the responsibilities of the PI and CRC	R	R	R		10
15		**Orientation (OCR)**	http://officeofclinicalresearch.ucsf.edu/training-clinical-research-coordinators	Sign up for the CRC Orientation Course					
16		**Informed Consent Info (IRB)**	http://irb.ucsf.edu/obtaining-and-documenting-informed-consent	IRB guidance on the informed consent process	R	R	R		30
17		**Informed Consent Training (OCR)**	http://officeofclinicalresearch.ucsf.edu/training-clinical-research-coordinators	Sign up for CRC 101 Training Course	C	C	C		60
18		**Research Integrity Training**	http://ori.hhs.gov/TheResearchClinic	Entertaining interactive video for training research staff	C	C	C		60
19		**Introduction to The Regulatory Binder (HUB)**	http://hub.ucsf.edu/virtual-regulatory-binder	Guidance on creation and maintaining essential documents	a	C	R		30
20		**Research Tools and Enrollment Logs (IRB)**	http://irb.ucsf.edu/research-tools-and-checklists	Templates for study logs and other study tools	R	R	R		30
21		**Data Collection & Source Documentation (HUB)**	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/5.CRCRole_Documentation.pdf	Data management best practices and source documentation	R	R	R		30
22		**Study Start-up and Billing (OCR)**	http://officeofclinicalresearch.ucsf.edu/training-clinical-research-coordinators	Sign up for CRC 103 Training Course	C	C	C		30
23		**Study Start-up Checklist (HUB)**	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/Study%20Start-up%20Checklist%2005oct15%5B1%5D.pdf	Steps to begin new clinical from receipt of protcol to enrollment of 1st subject	C	C	C		30
24		**Good Clinical Practice for CRCs (HUB)**	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/1.CRCRole_GCP%20and%20Ethical%20Principles.pdf	Overview of GCP and ethical principals for CRCs	C	C	C		60
25		**IRB and Safety Reporting (OCR)**	http://officeofclinicalresearch.ucsf.edu/training-clinical-research-coordinators	Sign up for CRC 102 Training Course	C	R	R		60
26		**Budgets and Coverage Analysis (HUB)**	http://hub.ucsf.edu/ca-budget-billing	Describes the importance of compliant clinical research billing practices	C	C	R		30
27		**Post-approval Reporting Summary (IRB)**	http://irb.ucsf.edu/sites/hrpp.ucsf.edu/files/post-approval-reporting-summary-sheet.pdf	A summary sheet of all AE/SAE, safety, new IB, DSMB, protocol incident and violation reporting	R	R	R		30
		Supplemental or Advanced Training Resources for CRCs							
28		**IRB Audit Preparation (IRB)**	http://hrpp.ucsf.edu/sites/hrpp.ucsf.edu/files/QIU_RSV_training.pdf	http://irb.ucsf.edu/routine-site-visits-and-directed-investigations	C	C	C		30
29		**Amendments and Version Control (IRB)**	http://irb.ucsf.edu/modification	Guidance regarding protocol amendments and modification applications	C	C	C		10
30		**Participant incentive policies (IRB)**	http://irb.ucsf.edu/research-subject-payments	Guidance regarding subject payments	a	a	a		10
31		**Subject Injury Program**	http://irb.ucsf.edu/treatment-and-compensation-injury	Policy on reporting subject injury (AE as a result of study participation)	a	C	R		10
32		**Recruitment (IRB and HUB)**	http://irb.ucsf.edu/recruitment	http://hub.ucsf.edu/recruitment-strategy	C	C	C		30
33		**IND Guidance**	http://officeofclinicalresearch.ucsf.edu/training-clinical-research-coordinators	https://hub.ucsf.edu/ind-development-process	C	a	C		10
34		**IDS Pharmacy Information**	http://ids.ucsf.edu/	Log-in using your MyAccess account	a	a	C		10
35		**Protocol Development (HUB)**	https://hub.ucsf.edu/protocol-development	Basic information about protocol organization and development	a	a	a		10
36		**CRS Procedures and Budget Estimate**	https://accelerate.ucsf.edu/research/crs	For studies that use CRS, PCRC or other CTSI services (look up by location)	a	a	a		10
37		**Infection Control Training (UCLearning)**	https://learningcenter.ucsfmedicalcenter.org/	SFMREG4E_IC100v2012v3	R	R	R	Yes	60
38		**Bloodborne Pathogen Training (UCLearning)**	https://learningcenter.ucsfmedicalcenter.org/	SFCEHS0009C	a	a	C	Yes	60
39		**Safe Shipping (UCLearning)**	https://learningcenter.ucsfmedicalcenter.org/	SFCEHS0034C	a	a	C	Yes	30
40		**Policies for Petty Cash Handlers (UCLearning)**	https://learningcenter.ucsfmedicalcenter.org/	SFCCOD02E2013_02_25	a	a	a	Yes	60

KEY:
R = required;
C = recommended;
a= as needed, or if applicable

For any questions about this list, please email: *Liz.Garnett@ucsf.edu* *CRC Training and Resource Advisor, Office of Clinical Research*