

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_v051616	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 to Institutional Review Board (IRB); previously known as 'CHR'; selected links below	R	R	R	Yes	10
9		Review IRB Website	http://irb.ucsf.edu/	IRB training for online application system (IRIS)	R	R	R		30
10		IRIS Intro (IRB)	http://irb.ucsf.edu/education-opportunities	IRB training for online application system (IRIS)	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://hub.ucsf.edu/oncore	Most CRCs will be required to complete OnCore training (CRM Module; CRA Access).	a	a	R	Yes	120
13		APEX CRC Knowledge Bank and Training	http://myapex.ucsf.edu/researchcrc	Go to UC Learning Ctr to find CRC APEX training list	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		Informed Consent (IRB)	http://irb.ucsf.edu/obtaining-and-documenting-informed-consent	IRB guidance on the informed consent process	R	R	R		30
16		Informed Consent Training (HUB)	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/4a.CRCRole%20Consent-part%201.pdf	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/4b.Consent-part%202.pdf	C	C	C		60
17		Research Integrity Training	http://ori.hhs.gov/TheResearchClinic	Entertaining interactive video for training research staff	C	C	C		60
18		Introduction to The Regulatory Binder (HUB)	http://hub.ucsf.edu/virtual-regulatory-binder	Guidance on creation and maintaining essential documents	a	C	R		30
19		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
20		Data Collection and Source Documentation (HUB)	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/5.CRCRole%20Documentation.pdf	Data management best practices and source documentation	R	R	R		30
21		Study Start-up (HUB)	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/2.CRCRole%20Study%20Start%20up.pdf	Describes basic steps and requirements prior to study initiation	C	C	C		30
22		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 protocol to enrollment of 1st subject	C	C	C		30
23		Good Clinical Practice for CRCs (HUB)	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/1.CRCRole%20GCP%20and%20Ethical%20Principles.pdf	Overview of GCP and ethical principals for CRCs	C	C	C		60
24		AE Definitions and Safety Reporting (HUB)	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/6.%20Adverse%20Events%20Definitions.pdf	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/7.%20Reporting%20Adverse%20Events.pdf	C	R	R		60
25		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
26		Post-approval Reporting (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									
27		IRB Audit Preparation (IRB)	http://hrpp.ucsf.edu/sites/hrpp.ucsf.edu/files/OIU%20RSV%20training.pdf	http://irb.ucsf.edu/routine-site-visits-and-directed-investigations	C	C	C		30
28		Amendments and Version Control (IRB)	http://irb.ucsf.edu/modification	Guidance regarding protocol amendments and modification applications	C	C	C		10
29		Participant incentive policies (IRB)	http://irb.ucsf.edu/research-subject-payments	Guidance regarding subject payments	a	a	a		10
30		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
31		Recruitment (IRB and HUB)	http://irb.ucsf.edu/recruitment	http://hub.ucsf.edu/recruitment-strategy	C	C	C		30
32		IND Sponsor Responsibilities (HUB)	http://hub.ucsf.edu/sites/hub.ucsf.edu/files/8.CRCRole%2021CFR%20312.pdf	Drug study regulations and FDA guidance	C	a	C		10
33		IDS Pharmacy Information	http://ids.ucsf.edu/	Log-in using your MyAccess account	a	a	C		10
34		Protocol Development (HUB)	https://hub.ucsf.edu/protocol-development	Basic information about protocol organization and development	a	a	a		10
35		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
36		Infection Control Training (UCLearning)	https://learningcenter.ucsfmedicalcenter.org/	SFMREG4E_IC100v2012v3	R	R	R	Yes	60
37		Bloodborne Pathogen Training (UCLearning)	https://learningcenter.ucsfmedicalcenter.org/	SFCEHS0009C	a	a	C	Yes	60
38		Safe Shipping (UCLearning)	https://learningcenter.ucsfmedicalcenter.org/	SFCEHS0034C	a	a	C	Yes	30
39		Policies for Petty Cash Handlers (UCLearning)	https://learningcenter.ucsfmedicalcenter.org/	SFCOD02E2013_02_25	a	a	a	Yes	60

For any questions about this list, please email:

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