

# Suggested Training for Clinical Researchers at UCSF

#	completed	Topic	Resource	Notes	Behavioral	Observational	Interventional	Certificate/Documentation Provided	Approx. length of time to complete (min)
<b>New Hire and Onboarding Resources (Recommended Week 1-2)</b>									
1		HIPAA 101	<a href="https://learningcenter.ucsfmedicalcenter.org/">https://learningcenter.ucsfmedicalcenter.org/</a>	SFMHRD2E_NEO101W_v051616	R	R	R	Yes	30
2		HIPAA and Data Security for Researchers (IRB)	<a href="https://hrpp.ucsf.edu/hipaa">https://hrpp.ucsf.edu/hipaa</a>	<a href="https://hrpp.ucsf.edu/electronic-data-security">https://hrpp.ucsf.edu/electronic-data-security</a>	R	R	R		30
3		CITI Human Subjects Training	<a href="http://irb.ucsf.edu/citi-human-subjects-training">http://irb.ucsf.edu/citi-human-subjects-training</a>	Required training for all human research studies	R	R	R	Yes	240
4		CITI GCP	<a href="https://www.citiprogram.org/">https://www.citiprogram.org/</a>	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 via modification form in IRIS, OnCore and APEX study builds via IT ticket	PI or supervisor should assist with adding you to existing studies in IRIS, OnCore and APEX	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 duties in a delegation log	R	R	R		30
7		Add to CRC ListServ	<a href="http://irb.ucsf.edu/clinical-research-coordinators-council#listserv">http://irb.ucsf.edu/clinical-research-coordinators-council#listserv</a>	Also contact department/division admin for other distribution lists	R	R	R		10
8		Occupational Health Screening	<a href="http://www.occupationalhealthprogram.ucsf.edu/ohpClin.asp">http://www.occupationalhealthprogram.ucsf.edu/ohpClin.asp</a>	You or your supervisor must make an appointment to have health screening clearance prior to exposure to patients	R	R	R	Yes	10
9		Review IRB Website	<a href="http://irb.ucsf.edu/">http://irb.ucsf.edu/</a>	Institutional Review Board (IRB); previously known as 'CHR'; selected links below	R	R	R		30
10		Review The HUB Website and Training List	<a href="http://hub.ucsf.edu/">http://hub.ucsf.edu/</a>	Clinical Research Resource HUB (lots of info for CRCsR); selected links below	R	R	R		10
11		APEX CRC Knowledge Bank and Training	<a href="http://myapex.ucsf.edu/researchcrc">http://myapex.ucsf.edu/researchcrc</a>	Go to UC Learning Ctr to find CRC APEX training list	a	a	R		120
12		IRIS Intro (IRB)	<a href="http://irb.ucsf.edu/education-opportunities">http://irb.ucsf.edu/education-opportunities</a>	IRB training for online application system (IRIS)	C	C	C		60
<b>Core Training (Recommended Weeks 2-6)</b>									
13		Role of the CRC (IRB)	<a href="http://irb.ucsf.edu/responsibilities-pis-and-crcs">http://irb.ucsf.edu/responsibilities-pis-and-crcs</a>	Summary of the responsibilities of the PI and CRC	R	R	R		10
14		Informed Consent (IRB)	<a href="http://irb.ucsf.edu/informed-consent-discussion-and-documentation">http://irb.ucsf.edu/informed-consent-discussion-and-documentation</a>	IRB guidance on the informed consent process	R	R	R		30
15		Informed Consent Training (HUB)	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/4a.CRCRole_Consent-part%201.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/4a.CRCRole_Consent-part%201.pdf</a>	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/4b.Consent-part%202.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/4b.Consent-part%202.pdf</a>	C	C	C		60
16		Research Integrity Training	<a href="http://ori.hhs.gov/TheResearchClinic">http://ori.hhs.gov/TheResearchClinic</a>	Entertaining interactive video for training research staff	C	C	C		60
17		Introduction to The Regulatory Binder (HUB)	<a href="http://hub.ucsf.edu/regulatory-binder-requirements">http://hub.ucsf.edu/regulatory-binder-requirements</a>	Guidance on creation and maintaining essential documents	a	C	R		30
18		Research Tools and Enrollment Logs (IRB)	<a href="http://irb.ucsf.edu/research-tools-and-checklists">http://irb.ucsf.edu/research-tools-and-checklists</a>	Templates for study logs and other study tools	R	R	R		30
19		Data Collection and Source Documentation (HUB)	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/5.CRCRole_Documentation.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/5.CRCRole_Documentation.pdf</a>	Data management best practices and source documentation	R	R	R		30
20		Study Start-up (HUB)	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/2.CRCRole_Study%20Start%20Up.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/2.CRCRole_Study%20Start%20Up.pdf</a>	Describes basic steps and requirements prior to study initiation	C	C	C		30
21		Study Start-up Checklist (HUB)	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/Study%20Start-up%20Checklist%2005oct15%5B1%5D.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/Study%20Start-up%20Checklist%2005oct15%5B1%5D.pdf</a>	Steps to begin new clinical from receipt of protocol to enrollment of 1st subject	C	C	C		30
22		Good Clinical Practice for CRCs (HUB)	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/1.CRCRole_GCP%20and%20Ethical%20Principles.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/1.CRCRole_GCP%20and%20Ethical%20Principles.pdf</a>	Overview of GCP and ethical principals for CRCs	C	C	C		60
23		AE Definitions and Safety Reporting (HUB)	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/6.%20Adverse%20Events%20Definitions.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/6.%20Adverse%20Events%20Definitions.pdf</a>	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/7.%20Reporting%20Adverse%20Events.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/7.%20Reporting%20Adverse%20Events.pdf</a>	C	R	R		60
24		Budgets and Coverage Analysis (HUB)	<a href="http://hub.ucsf.edu/ca-budget-billing">http://hub.ucsf.edu/ca-budget-billing</a>	Describes the importance of compliant clinical research billing practices	C	C	R		30
25		Post-approval Reporting (IRB)	<a href="http://irb.ucsf.edu/sites/hrpp.ucsf.edu/files/post-approval-reporting-summary-sheet.pdf">http://irb.ucsf.edu/sites/hrpp.ucsf.edu/files/post-approval-reporting-summary-sheet.pdf</a>	A summary sheet of all AEs/SAE, safety reporting, new IB, DSMB, protocol incident and violation reporting deadlines	R	R	R		30
<b>Supplemental and Advanced Training Resources for CRCs</b>									
26		IRB Audit Preparation (IRB)	<a href="http://hrpp.ucsf.edu/sites/hrpp.ucsf.edu/files/QIU_RSV_training.pdf">http://hrpp.ucsf.edu/sites/hrpp.ucsf.edu/files/QIU_RSV_training.pdf</a>	<a href="http://irb.ucsf.edu/routine-site-visits-and-directed-investigations">http://irb.ucsf.edu/routine-site-visits-and-directed-investigations</a>	C	C	C		30
27		Amendments and Version Control (IRB)	<a href="http://irb.ucsf.edu/modification">http://irb.ucsf.edu/modification</a>	Guidance regarding protocol amendments and modification applications	C	C	C		10
28		Participant incentive policies (IRB)	<a href="http://irb.ucsf.edu/research-subject-payments">http://irb.ucsf.edu/research-subject-payments</a>	Guidance regarding subject payments	a	a	a		10
29		Recruitment (IRB and HUB)	<a href="http://irb.ucsf.edu/recruitment">http://irb.ucsf.edu/recruitment</a>	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/3.CRCRole_Recruitment.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/3.CRCRole_Recruitment.pdf</a>	C	C	C		30
30		IND Sponsor Responsibilities (HUB)	<a href="http://hub.ucsf.edu/sites/hub.ucsf.edu/files/8.CRCRole_21CFR%20312.pdf">http://hub.ucsf.edu/sites/hub.ucsf.edu/files/8.CRCRole_21CFR%20312.pdf</a>	Drug study regulations and FDA guidance	C	a	C		10
31		Protocol Development (HUB)	<a href="https://hub.ucsf.edu/protocol-development">https://hub.ucsf.edu/protocol-development</a>	Basic information about protocol organization and development	a	a	a		10
32		CRS Procedures and Budget Estimate	<a href="https://accelerate.ucsf.edu/research/crs">https://accelerate.ucsf.edu/research/crs</a>	For studies that use CRS, PCRC or other CTSI services (look up by location)	a	a	a		10
33		Infection Control Training (UCLearning)	<a href="https://learningcenter.ucsfmedicalcenter.org/">https://learningcenter.ucsfmedicalcenter.org/</a>	SFMREG4E_IC100v2012v3	R	R	R	Yes	60
34		Bloodborne Pathogen Training (UCLearning)	<a href="https://learningcenter.ucsfmedicalcenter.org/">https://learningcenter.ucsfmedicalcenter.org/</a>	SFCEHS0009C	a	a	C	Yes	60
35		Safe Shipping (UCLearning)	<a href="https://learningcenter.ucsfmedicalcenter.org/">https://learningcenter.ucsfmedicalcenter.org/</a>	SFCEHS0034C	a	a	C	Yes	30
36		Policies for Petty Cash Handlers (UCLearning)	<a href="https://learningcenter.ucsfmedicalcenter.org/">https://learningcenter.ucsfmedicalcenter.org/</a>	SFCCOD02E2013_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