

New Clinical Research Employee Onboarding Checklist

Name:		Email:
Employee ID:		Position:
Date completed	TASK	LOCATION
Complete during first 2 weeks		
	Attend New Employee Orientation (NEO)	Register in Compass
	General OHSU Online Training: <ul style="list-style-type: none"> -Respect at the University -Information Privacy and Security Essentials -Integrity Foundations -Abuse, Neglect and Domestic Violence -Workplace Violence Prevention and Response -Fire Safety and Evacuation -Cardiovascular Health -Emergency Management Foundations 	Online in Compass
	OHSU Clinical Environment Online Training: <ul style="list-style-type: none"> -Environment of Care -Infection Prevention and Control -Compliance Program Training -Laboratory Safety -Bloodborne Pathogen Training -Dangerous Goods & Biologic Materials Shipping -Medication Safety at OHSU 	Online in Compass
	CITI Training <ul style="list-style-type: none"> -Human Subjects Research (HSR) -Responsible Conduct of Research series (RCR) -Good Clinical Practice (GCP) 	https://o2.ohsu.edu/integrity-department/research/citi-program/index.cfm
	eCRIS: Electronic Clinical Research Information System	Online in Compass
	EpicCare: <ul style="list-style-type: none"> -Fundamentals -EpicCare for Research Staff 	Fundamentals - Online in Compass Research – class. Sign up in Compass for next available.
	Conflict of Interest in Research (CoIR)	https://bigbrain.ohsu.edu/coi/
	Occupational Health records update (includes required TB test and Flu Shot, etc)	Contact Occupational Health
	System Access as needed: <ul style="list-style-type: none"> -eIRB (requires registration), -eCRIS (must complete above training) -Epic (must complete above training) -X: drive folders 	OHSU networked computer (some require above classes)
	Sign up for applicable Newsletters & Distro lists: <ul style="list-style-type: none"> -Clinical Research United (CRU) Newsletter -Research Administration Info Network (RAIN) 	Email to OHSUCRU@ohsu.edu Email to RAIN@ohsu.edu
	Get Employee Badge	Requires form and some of above classes
	Point of Care Testing (appropriate modules for the testing you will be performing)	Verify with your manager. Register in Compass

	Confirm with your manager what additional trainings you should complete	
Complete at next available offering		
	Introduction to IRB Review	Register in Compass
	RDA 101: Introduction to Research Administration	Register in Compass
	OCTRI Clinical Research Coordinator Workshop (two-day training)	Register in Compass
	RATE: Clinical Trials 1: Pre-Award	Register in Compass
	RATE: Clinical Trials 2: Post-Award	Register in Compass
	OCTRI Study Coordinator Training Series (all three classes: -Regulatory Binder and Source Documents -Writing and Obtaining Informed Consent -Analyzing and Implementing a Research Protocol	Register in Compass
Complete if relevant or desired		
	Animal Care and Use (ACU): Working with the IACUC (if research involves animals)	Online in Compass
	ECG – 12 lead (if performing ECGs)	Online in Compass
	Phlebotomy (if drawing blood)	Register in Compass
	Biosafety/Biosecurity (if study involving rDNA or Infectious Agents)	Online in Compass
	Analyzing and Implementing a Research Protocol	Register in Compass
	Essential Regulatory and Source Documents	Register in Compass
	Oracle Requisitions (if ordering supplies)	Online or register in Compass
	MRI Safety Foundations (if working with MRI)	