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| Subject | Notes | Completion date & Staff/Mgr initials |
| **Research Trainings and Regulatory** | | |
| HIPAA training | All research staff must complete HIPAA training prior to engaging in research activities.  <https://www.uab.edu/compliance/areas-of-focus/privacy/training>  Click on Campus Learning System at the bottom of HIPAA webpage  Sign in using your Blazer ID  Search for course: UAB/UABHS HIPAA Privacy and Security Training |  |
| Conflict of Interest Training | All investigators responsible for the design, conduct, or reporting of research are required, by federal regulation and UAB Enterprise Policy, to complete training on conflicts of interest prior to engaging in research, charging effort to a federally-sponsored program, and every four (4) years thereafter.  [Education and Training - Office of Research | UAB](https://www.uab.edu/research/home/cirb-education-and-training)  Click “Required UAB COI Course” and follow instructions for UAB employees |  |
| CITI Initial IRB training | Initially and every 3 years  <https://www.uab.edu/research/home/initial-irb-training>  Complete Biomedical Course |  |
| CITI GCP training | Initially and every 3 years  <https://www.uab.edu/research/home/gcp-training>  Complete Basic GCP course |  |
| CITI Responsible Conduct of Research (RCR) training | Every 4 years  [RCR Training for Faculty and Staff - Office of Research | UAB](https://www.uab.edu/research/home/uab-rcr-training/faculty-staff) |  |
| Proof of RN or LPN License (if applicable) | Initially and every 2 years |  |
| Current CV | Sign and date CV (sign/date page 1 of CV)  *CV should include current Research position* |  |
| BLS (CPR) training | Email [medicinelearning@uabmc.edu](mailto:medicinelearning@uabmc.edu) to request HeartCode Training for BLS certification |  |
| IATA – Shipping Infectious Substances Category B | Initially and every 2 years  <https://www.uab.edu/humanresources/home/learndev/online-learning>  Click Campus Learning System, log in and then search for course in the catalog. |  |
| IATA – Shipping with Dry Ice | Initially and every 2 years  <https://www.uab.edu/humanresources/home/learndev/online-learning>  Click Campus Learning System, log in and then search for course in the catalog |  |
| IATA – Medical Waste Management for Labs | Initially and every 2 years  <https://www.uab.edu/humanresources/home/learndev/online-learning>  Click Campus Learning System, log in and then search for course in the catalog |  |
| Bloodborne Pathogens (BIO500) | Initially and every 2 years  <https://www.uab.edu/humanresources/home/learndev/online-learning>  Click Campus Learning System, log in and then search for course in the catalog |  |
| CCTS Research Orientation Program (ROP) | Completion of ROP required. Register if you have not taken the class.  <https://www.uab.edu/ccts/clinical-research/trainings> |  |
| CCTS Research Training Program (RTP) | Completion of RTP required. Register if you have not taken the class.  <https://www.uab.edu/ccts/clinical-research/trainings> |  |
| Continuing Education and Newsletters | Continuing Education:   * Attend when your schedule permits: * Research Seminar Series (RSS) * CCTS Lunch and Learn * CITP on the Go Podcast   Sign up for CCTS and Research newsletters in the UAB Subscription Center.  <https://cloud.reach.uab.edu/subscriptions>   * Log in with Blazer ID * Scroll to Research and subscribe to Research Matters, Office of VP Research, IRB Newsletter and any other relevant newsletters. * Scroll to Heersink School of Medicine and subscribe to CCTS and CCTS-Trending in Trials |  |
| SOP training | Review and sign Department Standard Operating Procedures (SOPs) |  |
| **UAB systems** | | |
| Departmental | Access to departmental systems   * Shared drive * Shared calendar(s) * Add new staff to email groups and standing meeting invitations * Other |  |
| OnCore | UAB’s Clinical Trials Management System (CTMS)  <https://www.uab.edu/ccts/clinical-research/oncore/training>  Click OnCore Access Guidelines.   * If needed, manager will complete Step 1. * Start with Step 2: Email [oncoretraining@uabmc.edu](mailto:oncoretraining@uabmc.edu) to schedule training after UABMCID account set up. |  |
| Cerner/Impact | UAB’s Electronic Medical Record (EMR) system  (Manager will request access and provide instructions on how to schedule training.) |  |
| PowerTrials | Research module in Impact  <https://www.uab.edu/ccts/research-commons/oncore/powertrials>  Impact access required to use PowerTrials. Training on an as needed basis by PowerTrials Administrator(s) during validation session. |  |
| TKC Travelers Orientation | Needed to obtain TKC Travelers Badge.  Email [medicinelearning@uabmc.edu](mailto:medicinelearning@uabmc.edu) and request Traveler’s Orientation Request Form. Follow instructions on the form. |  |
| Zoom Conferencing | Request Zoom HIPAA Compliant Account.  <https://www.uab.edu/it/home/tech-solutions/communication/video-conference> |  |
| **Children’s of Alabama** | | |
| CoA Access | **Step 1:** Email Melissa McBrayer ([mmcbrayer@uabmc.edu](mailto:mmcbrayer@uabmc.edu)), cc Cheryl Perry ([cherylperry@uabmc.edu](mailto:cherylperry@uabmc.edu)), the name/title of individual hired.  Melissa will notify the designated entities within COA IT of the new hire.  **Step 2:** Follow guidance on PRO New Coordinator Onboarding Checklist  <https://www.uab.edu/medicine/peds/images/PRO/Peds-RC-Onboarding.pdf> |  |