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://training.ucsf.edu/	HIPAA 101 - Privacy and Security for New UCSF Faculty, Staff, Trainees, Students and Volunteers	R	R	R	Y	20
2		**HIPAA and Data Security for Researchers (IRB)**	https://irb.ucsf.edu/hipaa	https://irb.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	Y	240
4		**CITI GCP**	https://www.citiprogram.org/	Good Clinical Practice training is usually optional but highly recommended	R	R	R	Y	360
5		**Add CRC to study in systems**	Add to IRB applications (in IRIS), OnCore (clinicaltrials@ucsf.edu) and APEX study builds	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**	https://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**	https://occupationalhealthprogram.ucsf.edu/home	You or your supervisor must make an appointment to have health screening clearance prior to exposure	R	R	R	Y	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		**Infection Control Training (UCLearning)**	https://training.ucsf.edu/	Infection Control Training for Ancillary Staff	C	C	R	Y	30
12		**Annual Safety Training (UCLearning)**	https://training.ucsf.edu/	Annual Safety Training for Staff	C	C	R	Y	60
13		**Bloodborne Pathogen Training (UCLearning)**	https://training.ucsf.edu/	Bloodborne Pathogens (Campus)	C	C	R	Y	45
14		**Safe Shipping (UCLearning)**	https://training.ucsf.edu/	Safe Shipping of Biohazards/Dry Ice	a	a	R	Y	30
15		**Review The HUB Website and Training List**	http://hub.ucsf.edu/	Clinical Research Resource HUB (lots of info for CRCs)	R	R	R		15
16		**OnCore**	https://trialactivation.ucsf.edu/oncore-account-creation-training	Complete Intro course on UC Learning Ctr to request access or email OnCore@ucsf.edu.	a	a	R	Y	120
17		**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)							
18		**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
19		**Orientation (CTSI)**	https://crs.ucsf.edu/crc-training	Sign up for the CRC Orientation Course	C	R	R		60
20		**Informed Consent Info (IRB)**	http://irb.ucsf.edu/obtaining-and-documenting-informed-consent	IRB guidance on the informed consent process	R	R	R		30
21		**Informed Consent Training (CTSI)**	https://crs.ucsf.edu/crc-training	Sign up for CRC 101 Training Course	C	C	C		90
22		**Research Integrity Training**	http://ori.hhs.gov/TheResearchClinic	Entertaining interactive video for training research staff	C	C	C		60
23		**Introduction to The Regulatory Binder (HUB)**	https://hub.ucsf.edu/virtual-regulatory-binder	Guidance on creation and maintaining essential documents	a	C	R		30
24		**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
25		**Amendments and Version Control (IRB)**	http://irb.ucsf.edu/modification	Guidance regarding protocol amendments and modification applications	C	C	C		10
26		**Study Start-up and Billing (CTSI/OCTA)**	https://crs.ucsf.edu/crc-training	Sign up for CRC 103 Training Course	C	C	C		90
27		**Study Start-up Checklist (HUB)**	https://hub.ucsf.edu/clinical-research/setup-study	Steps to begin new clinical from receipt of protcol to enrollment of 1st subject	C	C	C		30
28		**IRB and Safety Reporting (CTSI)**	https://crs.ucsf.edu/crc-training	Sign up for CRC 102 Training Course	C	R	R		90
29		**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
30		**Post-approval Reporting Summary (IRB)**	https://irb.ucsf.edu/sites/hrpp.ucsf.edu/files/post-approval-reporting-summary-sheet-%20%286-1-20%29.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							
31		**Data Management for CRCs (CTSI)**	https://crs.ucsf.edu/crc-training	Sign up for CRC 106 Training Course	R	R	R		30
32		**Audit Readiness**	https://crs.ucsf.edu/crc-training	Sign up for CRC 201 Training Course	a	C	R		
33		**Participant incentive policies (IRB)**	http://irb.ucsf.edu/research-subject-payments	Guidance regarding subject payments	a	a	a		10
34		**Policies for Petty Cash Handlers (UCLearning)**	https://training.ucsf.edu/	Useful if you handle gift cards for research participants	a	a	a	Y	60
35		**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
36		**Recruitment (IRB and HUB)**	http://irb.ucsf.edu/recruitment	https://recruit.ucsf.edu/	C	C	C		15
37		**IND Process (CTSI)**	https://crs.ucsf.edu/crc-training	https://hub.ucsf.edu/ind-development-process	C	a	C		10
38		**IDS Pharmacy Information**	http://ids.ucsf.edu/	Log-in using your MyAccess account	a	a	C		10
39		**Protocol Development (HUB)**	https://hub.ucsf.edu/protocol-development	Basic information about protocol organization and development	a	a	a		10
40		**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

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

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