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| New Employee On-Boarding Checklist | | | | | |
| General On-Boarding Tasks | Trainer Initials | Date | New Employee Initials | Date | N/A |
| Parking Pass |  |  |  |  |  |
| Required Facilities and File Accesses |  |  |  |  |  |
| Tour of Facilities |  |  |  |  |  |
| Obtain Lab Coat |  |  |  |  |  |
| Review Process for Timekeeping and Absence Requests |  |  |  |  |  |
| Review Dress Code |  |  |  |  |  |
| Receive Group Contact List |  |  |  |  |  |
| Added to all Required Meeting Invitations |  |  |  |  |  |
| Telephone and Voicemail Setup |  |  |  |  |  |
| Update CV (Include Current Position, Sign, & Date) |  |  |  |  |  |
| Establish P3 Performance Review |  |  |  |  |  |
| Required Training | Trainer Initials | Date | New Employee Initials | Date | N/A |
| HIPAA and Security e-Learning (BuckeyeLearn) |  |  |  |  |  |
| Other Required Employee e-Learning (BuckeyeLearn) |  |  |  |  |  |
| Required IHIS Training |  |  |  |  |  |
| [CITI Training](http://orrp.osu.edu/irb/training-requirements/citi/%20) (HSP, GCP, and RCR) |  |  |  |  |  |
| [IATA](https://news.mayocliniclabs.com/dangerous-goods-training/) Training |  |  |  |  |  |
| [OSU Financial Conflict of Interest](https://research.osu.edu/research-responsibilities-and-compliance/conflict-interest/ecoi-disclosure-process) (eCOI) |  |  |  |  |  |
| [EHS Training Biological Safety Training for BSL2](http://ehs.osu.edu/training/default.aspx) |  |  |  |  |  |
| [EHS Online training Bloodborne Pathogens Initial/Refresher Training](http://ehs.osu.edu/training/default.aspx) |  |  |  |  |  |
| [Infectious Biological Waste Disposal](http://ehs.osu.edu/training/default.aspx) |  |  |  |  |  |
| Computer Systems | Trainer Initials | Date | New Employee Initials | Date | N/A |
| [MyTools](https://onesource.osumc.edu/Researchers.aspx) |  |  |  |  |  |
| Microsoft Office (Teams, Outlook, OneDrive, OneNote, etc.) |  |  |  |  |  |
| Personal and Shared Network Drives |  |  |  |  |  |
| IHIS Workflow (group specific) |  |  |  |  |  |
| BuckIRB/ WCG Connexus/other accounts (as needed) |  |  |  |  |  |
| Other Clinical Trials Management System (e.g., OnCore, Ripple, as applicable) |  |  |  |  |  |
| Proper Encryption of Portable Personal Devices/Storage Devices |  |  |  |  |  |
| Required Reading | Trainer Initials | Date | New Employee Initials | Date | N/A |
| [Belmont Report](http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html) |  |  |  |  |  |
| [Declaration of Helsinki](https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/) |  |  |  |  |  |
| [ICH GCP E6 R2](https://www.fda.gov/regulatory-information/search-fda-guidance-documents/e6r2-good-clinical-practice-integrated-addendum-ich-e6r1) |  |  |  |  |  |
| [21 CFR 11](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.1.11&rgn=div5), [50](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.1.50&rgn=div5) , [54](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.1.54&rgn=div5), [56](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.1.56&rgn=div5), [312](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.5.312&rgn=div5), [812](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt21.8.812&rgn=div5) ; [42 CFR 11](https://www.ecfr.gov/cgi-bin/text-idx?SID=33795f090ce9339c82e009770fbfcf92&mc=true&node=pt42.1.11&rgn=div5); [45 CFR 46](https://www.hhs.gov/ohrp/sites/default/files/ohrp/policy/ohrpregulations.pdf) , [160](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title45/45cfr160_main_02.tpl) , [164](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title45/45cfr164_main_02.tpl) |  |  |  |  |  |
| [OSU HR Policies](https://policytech.osumc.edu/?anonymous=true&siteid=4627) (as needed) |  |  |  |  |  |
| [OSUMC policy - Use of Patient Information](https://osumc.policytech.com/dotNet/documents/?docid=87046) |  |  |  |  |  |
| [COM CCRM SOPs](https://onesource.osumc.edu/sites/Audience/Research/Pages/ClinicalResearchPracticeSOP.aspx) |  |  |  |  |  |

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| **Protocol Training Tracking Tool** |

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| **Trial** | **Sponsor Notified** | **Added at IRB** | **Protocol Training\*** | **Device/Procedure Training** | **Training Log** | **DOA/Signature Log** | **EDC Access** | **IVRS Access** | **Other** | **Consent Process\*\*** | | | | **Study Visits (e.g., Screening, Implant, Follow-up etc.)** | | | | **Training Complete (Date & Trainer’s Initials)** |
|  | | | | | | | | | | O | A | M | P | O | A | M | P |  |
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*O= Observe*

*A= Assist*

*M= Mock*

*P= Perform independently with coordinator present*

\* Protocol training includes: I/E, overview, aim, objectives, study procedures, screening, etc. and is done either with sponsor representative (if required) or primary coordinator of trial

\*\* Consent process includes determination that I/E criteria met, interaction with subject/family, and documentation of process