| **Requirement** | **Applicable Staff** | **Standard Timeframe for Completion** | **Instructions for Completion** |
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| **Communicable Disease Screening & Prevention Certification** | Required for all employees working in clinical areas or other areas where there is contact with patients and/or exposure to blood or bodily fluids. If you will have face-to-face patient contact and/or will be involved in direct patient care, this screening is required.  Patient contact will not be permitted until the communicable disease screening is complete. | Within the first two weeks of employment.  Annual Tuberculin Skin Testing (TST) will be required during your employment.  Annual influenza vaccination is highly encouraged. | 1. Contact Medical Health Administration (974-3163) for information and a screening appointment. Website: <http://health.usf.edu/medicine/internalmedicine/infectious/medicalhealthadmin/index.html> 2. Complete the Communicable Disease Screening Form and Prevention Certification Form (documentation of immunizations/lab titer results). 3. No cost blood tests to determine immunity to common communicable diseases will be ordered for staff who cannot provide documentation of immunization, including: Hep B, MMR, Varicella, Td, Tdap (combo tetanus, diphtheria & pertussis) and influenza. 4. No cost immunizations are provided to staff based on titer results. |
| **Role-based Training**   * Safety: Back to Basics * Privacy in Research | Safety: Back to Basics is required for all employees working in clinical areas or other areas where there is contact with patients and/or exposure to blood or bodily fluids.  Privacy in Research is required for all employees involved in human subject research.  . | All required modules must be completed within 10 business days of hire date. | 1. Training is online at USF Health Learn: <https://learn.health.usf.edu/login/index.php> 2. From the drop down menu under Course Categories, select USF Health Training. 3. Select Role-based Training. 4. Complete all of the modules within the course “Safety: Back to Basics” including the post tests   • Applying Standard Precautions  • OSHA Fit Testing for Particulate Respirators  • OSHA Bloodborne Pathogen (BBP) Education  • Preventing Occupational Exposure to Bloodborne Pathogens  • Selecting and Using Personal Protective Equipment     1. Complete the training course “Privacy in Research” 2. Print the Certificates of Completion and file with your site’s training records. |
| **USF Health Core Professional Integrity & Compliance - Required Training** | Professional Integrity, Compliance and Information Security training that is required of all faculty, residents/fellows, students, staff and other members of the USF Health community. | All required modules must be completed within 10 business days of hire date. | 1. Training is online at USF Health Learn: <https://learn.health.usf.edu/login/index.php> 2. From the drop down menu under Course Categories, select USF Health Training. 3. Select USF Health Core Professional Integrity & Compliance – Required Training 4. This course includes the following modules:   o Professional Integrity Program Handbook  o HIPAA Privacy at USF Health - This course is chosen by Role. Please select “Research staff with duties related to human subjects, patients or PHI”  o Computer & Information Security   1. Print the certificate of completion and file with your site’s training records. |
| **USF Required Training**   * Unlawful Harassment Prevention | The USF Required Training course is comprised of training that USF Administration has determined to be required of all faculty and staff. | All required modules must be completed within 10 business days of hire date | 1. Training is online at USF Health Learn: <https://learn.health.usf.edu/login/index.php> 2. From the drop down menu under Course Categories, select USF Health Training. 3. Select USF Required Training 4. This course currently includes the following modules:   • Unlawful Harassment Prevention   1. Print the certificate of completion and file with your site’s training records. |
| **Human Subjects Protection Education** | All faculty, staff and students directly involved in the conduct of clinical research. This includes individuals who:   * collect or enter data * conduct study procedures (including informed consent) or interventions with human subjects * use or have access to private information that can be linked to research subjects. | Prior to engaging in the conduct of clinical research with human subjects and every three years thereafter. | 1. IRB mandatory educational requirements: <http://www.research.usf.edu/dric/hrpp/education.asp> 2. CITI (Collaborative Institutional Training Initiative) training registration and login page: <https://www.citiprogram.org>. 3. Complete the Biomedical Investigators and Key Personnel – Basic Course if this is the first time taking HSP education 4. Complete the Biomedical Investigators and Key Personnel – Refresher Course if the Basic Course has already been completed 5. Print the certificate of completion and file with your site’s training records. |
| **Good Clinical Practice** | All faculty, staff and students directly involved in the conduct of clinical research. This course is intended for use by research personnel involved in conducting drug, device or biologic studies. | Prior to engaging in the conduct of clinical research with human subjects. While not mandatory at this time, it is recommended that this course be completed every two years. | 1. CITI provides on-line training modules that can be accessed at: <https://www.citiprogram.org>. 2. It is strongly recommended that all modules be included and that they be completed in the order listed in the GCP introduction. 3. Print the certificate of completion and file with your site’s training records. |
| **USF RIC Biosafety Course:**  ***Comprehensive Guide to Shipping Infectious Substances and Diagnostic Specimens*** | All USF staff who ship and/or receive potentially biohazardous materials. The DOT defines hazardous material as substances that are capable of posing an unreasonable risk to health, safety, and property when transported in commerce. This includes diagnostic specimens, infectious agents, biological products, and dry ice. | Within 90 days of hire into a position that requires the shipping/ receipt of biohazardous materials and biannually thereafter. | 1. Course information is available at: <http://www.research.usf.edu/dric/biosafety/shipping.asp> 2. The training is completed on an individual basis (no group training), and is an interactive, computer-based training program that provides a practical, hands-on approach. This training is a self-paced training module that can be reviewed on your own (average allotted time of 2-3 hours) and testing is conducted at 3702 Spectrum Blvd., University Technology Center, Suite 155. There is an open-book exam at the end of the training and you must score 85% or better to earn your certificate. The training is good for two years. 3. File your certificate of completion with your site’s training records. |
| **Responsible Conduct of Research** | Effective January 4, 2010 the National Science Foundation (NSF) requires that all undergraduate and graduate students, as well as post-doctoral research fellows, who are submitting new proposals for NSF funding receive training in the Responsible Conduct of Research (RCR). Effective January 25, 2010, the National Institutes of Health (NIH) also adopted and expanded this requirement to include scholars. | Prior to submission of NSF proposal and/or prior to being appointed to an NIH funded grant. | 1. CITI provides on-line training modules that can be accessed at: <https://www.citiprogram.org>. 2. CITI offers RCR training for biomedical sciences, social and behavioral sciences and other disciplines. 3. NIH specifies that 8 hours of training must be completed every 4 years. A substantive amount of this training must be in person. 4. Refer to the RIC FAQ – Institutional Requirements for Training on RCR: <http://www.research.usf.edu/dric/docs/RCR-FAQ-final.pdf> 5. Print the certificate of completion and file with your site’s training records. |

\*Your department may have additional training requirements.