## Nurse Researcher/Clinical Research Coordinator

## Orientation Checklist

| **Activity** | **Completed (date & initial)** | **Confirmed (date & initial)** |
| --- | --- | --- |
| USF Onboarding |  |  |
| Online benefits orientation |  |  |
| Discover USF orientation: Welcome to USF – 1.5 days (Day 1: 8-4, Day 2: 8:30-11:30) |  |  |
| Systems Access |  |  |
| Email Account |  |  |
| USF NetID |  |  |
| ARC Registration |  |  |
| ClinCard Access |  |  |
| Merge CTMS Investigator Access |  |  |
| SharePoint |  |  |
| Training Courses |  |  |
| USF Health Learn: <https://learn.health.usf.edu/login/index.php> |  |  |
| * 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. |  |  |
| * + Professional Integrity Program Handbook |  |  |
| * + HIPAA Privacy at USF Health   This course is chosen by Role. Please select “Research staff with duties related to human subjects, patients or PHI” |  |  |
| * + Computer & Information Security |  |  |
| * Role Based Training   The Role-based Training course contains modules that are required for employees with certain roles or functions. |  |  |
| * + Safety: Back to Basics   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  This section includes the following modules:  • 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 |  |  |
| * + Privacy in Research   Required for all employees involved in human subject research |  |  |
| * USF Required Training   The USF Required Training course is comprised of training that USF Administration has determined to be required of all faculty and staff |  |  |
| * + Unlawful Harassment Prevention |  |  |
| EPIC access and training: <http://health.usf.edu/is/>   * Click Register for a Training Session button on right * Log in to Footprints * Register for training per assigned duties   + Registration (Epic)   + Scheduling (Epic)   + Clinical Support (Epic) |  |  |
| CITI course in Human Subjects Protection: <http://www.research.usf.edu/dric/hrpp/education.asp>   * Biomedical Investigators and Key Personnel – Basic Course *or* * Biomedical Investigators and Key Personnel – Refresher Course |  |  |
| CITI Responsible Conduct of Research: enroll on CITI website |  |  |
| CITI Good Clinical Practices (GCP) Training: enroll on CITI website |  |  |
| Comprehensive Guide to Shipping Infectious Substances and Diagnostic Specimens Course: <http://www.research.usf.edu/dric/biosafety/shipping.asp>  All USF personnel who ship and/or receive potentially biohazardous materials must complete this course biannually |  |  |
| Medical Health Administration: <http://health.usf.edu/medicine/internalmedicine/infectious/medicalhealthadmin/index.htm> |  |  |
| New Employee/Faculty Communicable Disease Screening Form  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. |  |  |
| Information Review |  |  |
| Websites:   * USF Health Office of Clinical Research (OCR) * USF Research & Innovation   + Research Integrity & Compliance (RIC): includes IRB-HRPP, COI, HIPAA , Biosafety Program, QA/QI, Education Program, Research Misconduct   + Division of Sponsored Research (DSR)   + Research Financial Management (RFM)   + Patents & Licensing * USF Health Professional Integrity Office * USF Physician’s Group SharePoint site <https://my.usfhealth.usf.edu/usfpg/default.aspx> |  |  |
| Study Initiation files review |  |  |
| Study Management files review |  |  |
| Position Specific, prn |  |  |
| * Basic Life Support (BLS) Training |  |  |
| * Advanced Life Support (ALS) Training |  |  |
| * Proficiency Testing |  |  |
| * + Vital Signs and Anthropometrics |  |  |
| * + ECGs |  |  |
| * + CLIA Waived tests |  |  |
| * + - Pregnancy testing |  |  |
| * + - Glucose |  |  |
| * + - Urine Dipstick |  |  |
| * + - Hemacue |  |  |
| * + - Other |  |  |
| * + Phlebotomy |  |  |
| * Medication administration |  |  |
| * + Topical medications |  |  |
| * + Oral medications |  |  |
| * + Injections |  |  |
| * + - Subdermal |  |  |
| * + - Subcutaneous |  |  |
| * + - Intramuscular |  |  |
| * + - Intravenous |  |  |
| Housekeeping |  |  |
| USF ID Card |  |  |
| Office Keys |  |  |
| Telephone |  |  |
| Parking Permit |  |  |
| Business Cards |  |  |
| Office Signage |  |  |
| Updated signed and dated CV with USF position and address(es) |  |  |
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