

Mentee: _____
 Disease Center: _____
 Manager: _____

Supervisor: _____
 Mentor: _____
 Assigned Protocols: _____

Clinical Research Services QA/QC On-Boarding Orientation

DAY 1	Complete	Trainer Initials	Date
CRS Overview	<input type="checkbox"/>		
Department Orientation Checklist	<input type="checkbox"/>		
Tour of CRS and Hillman Cancer Center	<input type="checkbox"/>		
Computer and WFH Supplies Available	<input type="checkbox"/>		
Introduction to CRS Drives	<input type="checkbox"/>		
Complete CRS forms: Staff Qualification Statement Emergency Contact Policies Reg WFH Guidelines WorkFlex Agreement Employee Degree/Certification Survey Emergency Contact	<input type="checkbox"/>		
Update contact information for Outlook via UPMC Profiles application	<input type="checkbox"/>		
Update Outlook signature line	<input type="checkbox"/>		
Confirm new hire received link for Advarra trainings	<input type="checkbox"/>		
Submitting IT requests via HCC IT Help	<input type="checkbox"/>		
Set up tap-and-go	<input type="checkbox"/>		
Provide email with Avaya IX Workplace App information	<input type="checkbox"/>		
Complete setup of voicemail	<input type="checkbox"/>		
Kronos, time off requests and calendar, out of office	<input type="checkbox"/>		
Confirm ID badge has been received or requested	<input type="checkbox"/>		
Ask Lisa to arrange 30-, 60-, and 90-day timepoints post start date meetings	<input type="checkbox"/>		
Submit Day 1 New Hire SharePoint Request Form • Pager Preference N/A, Lab coat size N/A, Computer name (Teams conferencing), 30-, 60-, and 90-day timepoints post start date meetings, Business card signature N/A, Sharepoint Access needed	<input type="checkbox"/>		

DAY 1 - DAY 5	Complete	Trainer Initials	Date
E-mail sent to IT for access	<input type="checkbox"/>		
eReg and OnCore access obtained	<input type="checkbox"/>		
DAY 1 - DAY 14	Complete	Trainer Initials	Date
CITI COURSES			
Responsible Conduct of Research	<input type="checkbox"/>		
Conflict of Interest	<input type="checkbox"/>		
Human Subjects Protection - Biomedical Course	<input type="checkbox"/>		
Good Clinical Practice - For FDA Regulated Research	<input type="checkbox"/>		
Privacy and Information Security	<input type="checkbox"/>		
Clinical Research Coordinator	<input type="checkbox"/>		
Biosafety-MYIBC	<input type="checkbox"/>		
SOP Review	<input type="checkbox"/>		
To be completed after CITI Module completion:	Complete	Trainer Initials	Date
CTEP-IAM account activation	<input type="checkbox"/>		
Add staff to Cooperative Group registrations workbook on Education Drive	<input type="checkbox"/>		

DAY 2	Complete	Trainer Initials	Date
Research Overview Skills Lab	<input type="checkbox"/>		
Regulatory Overview Skills Lab 1 Skills Lab 2	<input type="checkbox"/>		
DAY 3	Complete	Trainer Initials	Date
Protocol Overview Skills Lab Protocol Overview Practice 1 Protocol Overview Practice 2	<input type="checkbox"/>		
DAY 4	Complete	Trainer Initials	Date
ALCOA Principles Skills Lab	<input type="checkbox"/>		
Adverse Events Skills Lab	<input type="checkbox"/>		
DAY 5	Complete	Trainer Initials	Date
CITI Modules, Advarra training, SOPs, shadow with mentor if cleared			
DAY 6	Complete	Trainer Initials	Date
Informed Consent Overview Skills Lab	<input type="checkbox"/>		
DAY 7	Complete	Trainer Initials	Date
CITI Modules, Advarra training, SOPs, shadow with mentor if cleared			
DAY 8	Complete	Trainer Initials	Date
CITI Modules, Advarra training, SOPs, shadow with mentor if cleared			
DAY 9	Complete	Trainer Initials	Date
CITI Modules, Advarra training, SOPs, shadow with mentor if cleared			
DAY 10	Complete	Trainer Initials	Date
CITI Modules, Advarra training, SOPs, shadow with mentor if cleared			
DAY 11	Complete	Trainer Initials	Date
CITI Modules, Advarra training, SOPs, shadow with mentor if cleared			
DAY 12	Complete	Trainer Initials	Date
Safety and SAE Overview Safety Skills Lab SAE Case Studies	<input type="checkbox"/>		
Cooperative Groups Overview Skills Lab	<input type="checkbox"/>		
Community Overview Skills Lab	<input type="checkbox"/>		
DAY 13	Complete	Trainer Initials	Date
CITI Modules, Advarra training, SOPs, shadow with mentor if cleared			
DAY 14	Complete	Trainer Initials	Date
Auditing & Monitoring Overview Skills Lab	<input type="checkbox"/>		