

Mentee: _____

Mentor: _____

Manager: _____

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 Workstation Set-Up	<input type="checkbox"/>		
Introduction to CRS Drives	<input type="checkbox"/>		
Review to ensure that Aria, PowerChart and Epic are available in MyApps	<input type="checkbox"/>		
CRS Kitchen Etiquette	<input type="checkbox"/>		
Confirm if pager is needed/ordered (Lisa orders) Review process if pager is forwarded to cell phone	<input type="checkbox"/>		
Aria Access On-line Training	<input type="checkbox"/>		
Complete CRS forms: Staff Qualification Statement Emergency Contact New Hire Supplies Checklist Policies: (CoC, Cube, Dress) Employee Degree/Certification Survey	<input type="checkbox"/>		
Update contact information for Outlook via UPMC Profiles application	<input type="checkbox"/>		
Confirm new hire received link for Advarra trainings	<input type="checkbox"/>		
Submitting IT requests/help desk tickets via HCC IT Help	<input type="checkbox"/>		
Complete setup of voicemail	<input type="checkbox"/>		
Kronos, time off requests and calendar, out of office	<input type="checkbox"/>		
Complete Campus Ship account form	<input type="checkbox"/>		
Register for MedSpeed account	<input type="checkbox"/>		
Confirm ID badge has been received or requested	<input type="checkbox"/>		
Set up tap-and-go	<input type="checkbox"/>		
Confirm parking information is completed	<input type="checkbox"/>		
Submit Day 1 New Hire SharePoint Request Form <ul style="list-style-type: none"> • Pager Preference, Lab coat size, Computer name (Teams conferencing), 30-, 60-, and 90-day timepoints post start date meetings, Business card signature, 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"/>		
SOP Review	<input type="checkbox"/>		
To be completed after Day 12 training and completion of CITI courses	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
Shadowing with center	<input type="checkbox"/>		
DAY 6	Complete	Trainer Initials	Date
Informed Consent Overview Skills Lab	<input type="checkbox"/>		
DAY 7	Complete	Trainer Initials	Date
Eligibility and Screening Overview Skills Lab Screening Packet Skills Lab	<input type="checkbox"/>		
DAY 8	Complete	Trainer Initials	Date
Disease Assessment/Imaging Core Overview Skills Lab	<input type="checkbox"/>		
Computer Applications Overview	<input type="checkbox"/>		
Aria Overview	<input type="checkbox"/>		
Computer Apps and Aria Skills Lab	<input type="checkbox"/>		
DAY 9	Complete	Trainer Initials	Date
Preparing for a Protocol Visit Skills Lab	<input type="checkbox"/>		
Aria Visit Preparation (CRCs & RCs only)	<input type="checkbox"/>		
CTRC Overview (HCC & Magee staff only)	<input type="checkbox"/>		

DAY 10	Complete	Trainer Initials	Date
Shadowing with center	<input type="checkbox"/>		
DAY 11	Complete	Trainer Initials	Date
Oncology Calculations ANC Skills Lab BSA Skills Lab	<input type="checkbox"/>		
External Research Requisition (CRCs & RCs only) Skills Lab	<input type="checkbox"/>		
Scheduling of Tests (CRCs & RCs at HCC only) Skills Lab	<input type="checkbox"/>		
Lab Training email send to all RAs and Community CRCs/RCs Completed training and test	<input type="checkbox"/>		
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 (Community only) Skills Lab	<input type="checkbox"/>		
DAY 13	Complete	Trainer Initials	Date
Treatment Visit Overview Skills Lab	<input type="checkbox"/>		
Aria Ordering (CRCs only)	<input type="checkbox"/>		
DAY 14	Complete	Trainer Initials	Date
Post Treatment Overview	<input type="checkbox"/>		
Data Entry Overview (RAs and Community CRCs, RCs)	<input type="checkbox"/>		
CRS Chart Overview Skills Lab	<input type="checkbox"/>		
Auditing & Monitoring Overview Skills Lab	<input type="checkbox"/>		