

Essentia Health Community Cancer Research Program (EHCCRP) Oncology Clinical Trials

Clinical Research Orientation/Training

Name: _____

Hire Date: _____

Position: _____

	Trainer	Date Discussed/ Demonstrated	Trainer's Initials	Date Performed	Manager's Initials
Research Program Organization					
NCI Organization (NCORP)					
Research Bases					
ECOG					
NRG					
Alliance					
SWOG					
Wake Forest					
MNCCTN					
Pharmaceutical Trials					
Consortium Trials (AFT/ACCRU)					
Investigator Initiated					
CREDIT					
Patients (Pre-Study/On Study)					
Protocols					
Documents					
Patient Check-offs					
OCT Calendar					
Reports					
Billing 101					
OPEN Funding Dates					
Highlighted Test Schedules					
Funding Sheets					
MCA					
Study Start Up					
Feasibility					
Cancer Research Committee					
IRB process					
Consent creation	I				
HIPAA					
Credentialing/Ancillary Depts.					
Binder Layout (Forms)					
Study Maintenance					
Amendments/Updates					
Mailings					
Patient Notifications					
Unanticipated Problem/Event					
Deviations/Violations					
Where to find study documents					
CTSU Reg Sub Portal					
MD Research Paperwork					

	Trainer	Date Discussed/ Demonstrated	Trainer's Initials	Date Performed	Manager's Initials
Protocols					
Layout	I				
Differences					
Informed Consent					
Process					
Methods					
Age Specific Concerns					
Reproductive Risks					
Documentation					
Patient Chart / Data					
Research Chart Layout					
On-Study Forms					
Off Study checklist					
Follow-Up Forms					
Data Submission timeline					
RAVE training					
Source Documentation Portal					
Test Schedule					
Location on Web Site					
Patient Tally Book					
Prepping Charts					
Processing Charts					
Patient Transfer Sheet					
EPIC					
Prior Authorization					
Imaging Prior Authorization					
Problem List					
Episodes					
Lab Order Preference					
Putting in Orders					
MyHealth Recruitment					
Out of Office InBasket					
Level of Service					
RSH Record (Linking)					
Point of Care Scanning					
Laboratory Specimens					
Obtaining					
Shipping					
Kit / Supply Ordering					
Pathology Specimens					
Obtaining					
Shipping					
Specimen Tracking Systems					
ECOG					
SWOG					
Alliance/BioMS					
Radiology					
PACS					
Requesting					

	Trainer	Date Discussed/ Demonstrated	Trainer's Initials	Date Performed	Manager's Initials
Shipping/Uploading					
Protocol Specific Central Review					
RECIST/RANO training					
Adverse Event Assessments					
Protocol Location					
AE Assessment Form					
Routine Reporting					
CTEP-AERs					
Investigational Drug					
Handling Policy					
Ordering					
Storage					
Delivery					
Drug Log					
Returning					
Patient Screening					
Screening Sheet					
Procedure					
Eligibility Criteria					
Staging Procedure					
Communication with MD					
GCA					
Patient Management					
Pre-Study RN process					
Treatment Plan (Beacon)					
Treatment Chart Guts					
Oral Treatment process					
Dose Determination					
Dose Modification					
Communication with Care Team					
Documentation					
RN Orders & Considerations					
Licenses/Certifications					
Chemo/Bio – RN only					
State Licensing – RN only					
BLS					
Audits					
Preparation					
Procedure					
Repercussions/Responses					
Resources					
Oncology/Staging Books					
CancerHelp website					
CTCAE Coding					
Resource Center					
Office Coordination					
Stockroom Supply Process					
Standard Operating Procedures					

