



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **November 1st, 2010** (March 3, 2008 POL-19)

Title: **Staff Orientation and Training**

Version Date: **January 1, 2023**

SOP Number: **AD01**

PURPOSE:

The purpose of this standard operating procedure (SOP) is to describe the orientation process for all newly hired Clinical Research Center (CRC) staff and training requirements as it relates to each staff's role and responsibilities in the department.

CRC staff is orientated to the University of Nebraska Medical Center (UNMC), Nebraska Medicine (NM) organizations and the department. The goal is to ensure that an employee can perform their job completely, efficiently, safely, and effectively once they complete orientation. CRC staff will become oriented to the CRC through reading materials, competencies, training, testing, and discussion to provide an awareness of responsibilities and expectations.

SCOPE:

These procedures apply to all CRC staff involved in the implementation and coordination of clinical research. Orientation and training materials are kept in the CRC's Teams Training Folder located in the Clinical Research Center Team.

PROCEDURES:

Institution Orientation

Every new CRC employee must attend a New Employee Orientation provided by their hiring institution (UNMC and/or NM). This is scheduled through the appropriate institutional Human Resources Department upon hiring.

Credentialing with Nebraska Medicine will be completed for all UNMC CRC staff who will have patient contact. Credentialing also requires that employees to undergo NM orientation in Apollo.

CRC Department Orientation and Training

Orientation to the department will be conducted with the new employee by their hiring manager. A detailed list of orientation items covered is found in the CRC New Hire Checklist. This checklist will be completed and signed by the new employee, mentor(s) and hiring manager upon completion of initial all staff orientation and then role-based tasks. The original will be kept in their employee file and a copy kept by the employee.



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Annual Compliance Training

All employees are required to complete Annual Education provided their respective employers (TM=[Apollo](#); UNMC=[Canvas](#)). The amount and level of training is dependent on each individual’s job description, exposure to patients and hazardous materials. Training is pre-assigned and must be completed before a set deadline. See more information about the Annual Education program in the NM/UNMC Policies.

Recording and Filing of Training

As training is completed by the employee record/certificates of completion will be given to the employee’s direct supervisor and maintained in the appropriate system or file. The New Hire Checklist is signed by both the new employee and direct supervisor as the training is completed. The original will be kept in their employee file and a copy kept by the employee.

RESOURCES:

Nebraska Medicine:

- o [HR 04 Competency Assessment](#)
- o [MI 27 Organizational Education](#)

Department Approval

Signed <u>Charles E Miller</u> Clinical Research Center Administrator	Date: <u>1/11/2023</u>
Signed <u>Katie Penas</u> Clinical Research Manager	Date: <u>1/15/2023</u>
Signed <u>Serena Gaines</u> Research Nurse Manager	Date: <u>1/12/2023</u>
Signed <u>[Signature]</u> Assistant Vice Chancellor for Clinical Research	Date: <u>1/18/2023</u>