



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



Section: **Clinical Research Center**

Date Created: **August 6, 2004 replaces POL-20**

Title: **Professional Development**

Version Date: **October 1, 2024**

SOP Number: **AD08**

PURPOSE: This standard operating procedure (SOP) is to describe that the Clinical Research Center (CRC) management, in concert with Nebraska Medical (NM) and University of Nebraska Medical Center (UNMC), is committed to continued professional development of employees.

SCOPE: This SOP applies to all CRC staff involved in continued professional development through ongoing educational opportunities.

PROCEDURES:

1. Undergraduate/Graduate Classes

- Employee work schedules are arranged by their supervisor in order to meet CRC business and research commitments.
- Requests for flexible scheduling to accommodate classes are considered on a case-by-case basis.
- Requests for flexible scheduling must be approved by the employee's supervisor prior to class registration for each semester.

2. Certification

CRC Staff are encouraged to pursue professional certification in research related areas and/or in nursing.

- CRC Staff is responsible for meeting requirements for preparation, preparation fees, and maintaining continuing education for the certification.
- Certification through the Association of Clinical Research Professionals (ACRP) or Society of Clinical Research Associates (SOCRA) is supported for CRC staff who have a minimum of two years of service at the CRC. The fee for certification exams taken during employment in the CRC is reimbursed with documentation of a passing score. Travel costs to and from the certification exam are not reimbursed.
 1. Staff must notify their direct supervisor via letter of their intention to take a certification exam no later than two months prior to the exam to allow for funds planning.
 2. When a passing score is obtained, CRC staff must notify their direct supervisor and provide a copy of the certification.
 3. A five-minute presentation is required on what was learned/most surprising to be reimbursed.

3. Continuing Education

Educational presentations with continuing education credit (CEU) for research or nursing may include institutional, community, and national programs.



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- It is the CRC staff member's responsibility to seek out, attend and document the CEU opportunities needed for maintaining licensure/certification.
 - Requests to attend such events on work time are considered on a case-by-case basis. Considerations for granting the request include, but are not limited to program content, length of program, financial and staffing issues.
4. Requests for support to attend professional conferences/continuing education to maintain certification are considered on a case-by-case basis. Webinars
CRC Staff are encouraged to attend various webinars covering research-related and healthcare topics.
- Examples include but are not limited to WCG webinars, Advarra webinars, IDeA-CTR webinars, Brown Bag talks, etc.
 - Requests to attend such events on work time are considered on a case-by-case basis.

5. Conferences

CRC Staff are encouraged to attend conference opportunities that arise.

- Examples include but are not limited to the UNMC Protection of Human Subjects Conference, Greater Omaha Young Professionals Conference, ICAN Women's Leadership Conference, Great Plains IDeA-CTR Annual Scientific Meeting, and MAGI @Home Conference.
- Requests to attend such events on work time are considered on a case-by-case basis.

6. Leadership Development

- If interested in leadership development opportunities, work directly with your supervisor for mentorship.
- Leadership development opportunities include but are not limited to the Aspire Leadership Development Program, Employee Resource Group (ERG) participation, and skill development courses in Apollo.

7. Other

If there are additional items that may qualify as professional development opportunities, please discuss with your direct supervisor.

RESOURCES:

Nebraska Medicine: [HR39 Tuition and Certification Assistance Policy](#)

University of Nebraska Medical Center: [Employee/Dependent Scholarship - University of Nebraska Medical Center \(unmc.edu\)](#)



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Association of Clinical Research Professionals: <https://acrpnet.org>

Society of Clinical Research Associates: <https://www.socra.org>

Department Approval

Signed Charles Miller
Clinical Research Center Administrator

Date: 10/1/2024

Signed Katie Penas
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Date: 10/1/2024

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Research Nurse Manager

Date: 10/1/2024

Signed [Signature]
Assistant Vice Chancellor for Clinical Research

Date: 10/13/2024