



## Required Trainings for DGIM Students Involved in Research Studies

*These classes are either required or recommended for your research position at Duke depending on your role in research studies.*

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Duke University and Duke Medicine Occupational & Environmental Safety Office ( <a href="http://www.safety.duke.edu">www.safety.duke.edu</a> )		
Training	Date Due	Date Completed
HIPAA Compliance Training* <i>Required Annually</i>		
Fire/Life Safety <i>Required Annually</i>		
Influenza Policy Compliance <i>Required Annually (only if direct patient involvement- supervisor will verify)</i>		
Tuberculosis (TB) Safety Training <i>Required Annually (only if direct patient involvement- supervisor will verify)</i>		



Duke University Health System Institutional Review Board (IRB) ( <a href="http://irb.duhs.duke.edu/training-and-education">http://irb.duhs.duke.edu/training-and-education</a> )		
Training	Date Due	Date Completed
CITI* <i>Required Every 3 Years</i> ( <a href="https://www.citiprogram.org">https://www.citiprogram.org</a> ) Select Duke Health		
Duke Office of Clinical Research (DOCR)- Classes through Learning Management System (LMS) ( <a href="http://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-0">http://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-0</a> )		
Research Data Integrity & Data Security*		

**Additional trainings required by supervisor(s):**

Training	Date Due	Date Completed

- ***Must complete before work can begin on any research study.***
- + ***Any person involved in the collection, documentation, manipulation or analysis of any study related data is required to take before beginning to handle any research/study related data.***



## Duke Department of Medicine

Division of General Internal Medicine

### **NOTES TO SUPERVISOR – PLEASE EXCLUDE THIS INFO PRIOR TO GIVING TO EMPLOYEE**

- **These classes are valid as of 3-3-2017. Please check the DOCR site for updates.**  
(<https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-0>)
- The trainings noted above are required based on the responsibilities of the position. Please review and include those your employee will need to take for their position and agree on a time period for which they should complete them. Note N/A for those they do not need to take.
- Those in RED are required prior to working on any IRB approved research project and being included on the IRB.
- Some classes are taught in-person and some are online. All are free and offered at Duke.
- Please include any other project specific trainings required as well.
- If the position title changes, the form needs to be revised with updated trainings noted. You can highlight those already completed from prior job and highlight those needed to complete.
- For Flu and TB – You must contact the Duke University and Duke Medicine Occupational & Environmental Safety Office to inform them if your student has any direct patient contact and explain their work environment. They will let you know if they are exempt from the flu and/or TB test.