

## GIM Research Staff New Hire Orientation and Training Requirements

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

Start Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Division: \_\_\_\_\_

NetID: \_\_\_\_\_

Unique ID: \_\_\_\_\_

Duke Central Orientation Date: \_\_\_\_\_

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

Supervisor Prior to Start	Required?  Date to Complete	Date Completed
Provide DOM HR: <ul style="list-style-type: none"> <li>a) Signed offer letter (salary, start date, if position is 100% research funded and whether eligible for severance benefits (handbook p. 30))</li> <li>b) Signed Duke confidentiality agreement</li> <li>c) Signed Staff Handbook acknowledgement</li> <li>d) Cost code and breakdown</li> <li>e) Campus address (room number, building, DUMC number, telephone)</li> <li>f) Manager name for performance evaluations</li> </ul>	<input type="checkbox"/>	
Verify employee has completed forms such as I-9 and required identification establishing identity and authorization to work in the U.S. have been completed with the Duke Human Resources Service Center. (employee should schedule an appointment to meet with them prior to first scheduled work day)	<input type="checkbox"/>	
Identify office/desk space	<input type="checkbox"/>	
Purchase computer(s)/software/supplies	<input type="checkbox"/>	
Submit ticket to IT requesting computer(s)/telephone	<input type="checkbox"/>	

Obtain Duke Net ID	<input type="checkbox"/>	
Obtain Duke Unique ID	<input type="checkbox"/>	
Obtain IR for ID badge	<input type="checkbox"/>	
Assemble orientation binder	<input type="checkbox"/>	
Schedule initial meetings with Principal Investigator(s) whom employee will be working with	<input type="checkbox"/>	
Obtain employee contact information and add to division list of contacts	<input type="checkbox"/>	
<b>General/GIM Specific</b>	<b>Required?</b>	<b>Date Completed</b>
	<b>Date to Complete</b>	
Overview of the Department of Medicine & Division / Tour	<input type="checkbox"/>	
Employee reviews roles/responsibilities with Principal Investigators/Supervisor	<input type="checkbox"/>	
Employee update their CV with current position (for IRB delegation of authority log purposes)	<input type="checkbox"/>	
Employee provide copy of applicable licenses (RN, LDN, LCSW, etc.)	<input type="checkbox"/>	
American Heart Association Basic Life Support (BLS) Certification (complete during central orientation)	<input type="checkbox"/>	
Initiate New Employee Orientation & Evaluation Period Performance Review Form (within 15 days of hire)	<input type="checkbox"/>	
Schedule weekly meetings with employee and supervisor	<input type="checkbox"/>	
Employee Health Screening (PPD, drug screening, health review)	<input type="checkbox"/>	
Office Emergency Evacuation Plan	<input type="checkbox"/>	

Duke/Site Specific Parking Pass	<input type="checkbox"/>	
ID Badge	<input type="checkbox"/>	
Office/Suite keys/access request	<input type="checkbox"/>	
Computer/Email/Phone/Pager set up	<input type="checkbox"/>	
Copiers/Fax/Scanner setup and training	<input type="checkbox"/>	
Sign up for GIM eNews with communications strategist (email: <a href="#">Clare Il-Giovine</a> ), complete information about yourself and get photo made for newsletter (Welcome to GIM)	<input type="checkbox"/>	
Sign up for GIM internal mailing lists (email: <a href="#">Iris Harris</a> )	<input type="checkbox"/>	
Sign up for monthly GIM Research Leadership Meetings for research staff (email: <a href="#">Tara Strigo</a> )	<input type="checkbox"/>	
Set up Duke Multi-Factor Authentication <a href="https://oit.duke.edu/what-we-do/applications/multi-factor-authentication">https://oit.duke.edu/what-we-do/applications/multi-factor-authentication</a>	<input type="checkbox"/>	
Set up Duke Alert <a href="http://emergency.duke.edu">http://emergency.duke.edu</a>	<input type="checkbox"/>	
Set up Duke Health Mobile Device Manager <a href="https://mobile.dhts.duke.edu/message-duke-health-leadership">https://mobile.dhts.duke.edu/message-duke-health-leadership</a> <a href="https://mobile.dhts.duke.edu/how-enroll">https://mobile.dhts.duke.edu/how-enroll</a>	<input type="checkbox"/>	
Set up Duke Box account <a href="https://box.duke.edu">https://box.duke.edu</a>	<input type="checkbox"/>	
Set up Duke WebEx account <a href="https://webex.duke.edu">https://webex.duke.edu</a> (Select Request New Account under Duke Medicine; Must provide fund code to receive toll free number else folks calling in will be charged long distance for calls)	<input type="checkbox"/>	
Set up My Research Home <a href="https://mrh.duke.edu/my_research_home_portal">https://mrh.duke.edu/my_research_home_portal</a>	<input type="checkbox"/>	
Submit Ticket to IT to request Division network/folder access (private "home" folder access is given immediately/access to project folders must wait until IRB approval granted)	<input type="checkbox"/>	

<b>Collaborative Institutional Training Initiative (CITI) “Duke Health” Required Modules*</b> <a href="https://about.citiprogram.org/en/homepage/">https://about.citiprogram.org/en/homepage/</a> (Select Duke Health)	<b>Required?</b>  <b>Date to Complete</b>	<b>Date Completed</b>
Biomedical Research (Basic Course) (every 3 years)	<input type="checkbox"/>	
Good Clinical Practice (GCP) (every 3 years) (This will fall under Biomedical research-basic/refreshers)	<input type="checkbox"/>	
Research with children (once)	<input type="checkbox"/>	
Research with prisoners (once)	<input type="checkbox"/>	
Research with pregnant women/fetuses (once)	<input type="checkbox"/>	
<b>OESO Training**</b> <a href="http://www.safety.duke.edu">www.safety.duke.edu</a>	<b>Required?</b>  <b>Date to Complete</b>	<b>Date Completed</b>
Bloodborne Pathogens Training	<input type="checkbox"/>	
Chemical Safety	<input type="checkbox"/>	
Compliance Orientation On-line (your in-person orientation should fulfill this requirement)	<input type="checkbox"/>	
Electrical Safety Awareness	<input type="checkbox"/>	
Environment of Care	<input type="checkbox"/>	
Ergonomics Overview	<input type="checkbox"/>	
Fire/Life Safety	<input type="checkbox"/>	
Flu-Spread and Prevention	<input type="checkbox"/>	

Hazardous Drug Spills Clean-Up	<input type="checkbox"/>	
HICS - Hospital Incident Command System	<input type="checkbox"/>	
HIPAA Privacy & Security Training for Research (Clinician or Non-Clinician)	<input type="checkbox"/>	
Infection control (includes hand hygiene)	<input type="checkbox"/>	
Laboratory Safety - General	<input type="checkbox"/>	
Patient Rights and Hospital Visitation Policy Changes	<input type="checkbox"/>	
Pharmaceutical Hazardous Waste Management	<input type="checkbox"/>	
Service Recovery Training	<input type="checkbox"/>	
Shipping Biological Materials	<input type="checkbox"/>	
Surgical Care Improvement Project (SCIP) (if involved in surgical procedures)	<input type="checkbox"/>	
Time-Out Training Module (if involved with procedures)	<input type="checkbox"/>	
Tuberculosis (TB) Training	<input type="checkbox"/>	
RL6 Solutions Safety Reporting System (SRS) Reporter Training (in LMS)	<input type="checkbox"/>	



<b>Duke Office of Clinical Research (DOCR) Instructor-Led and/or Online Courses through Learning Management System (LMS)</b> <a href="https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-0">https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-0</a> or <a href="https://lms.duhs.duke.edu/Saba/Web/Cloud">https://lms.duhs.duke.edu/Saba/Web/Cloud</a>	<b>Required?</b>  <b>Date to Complete</b>	<b>Date Completed</b>
Alaris Medley Infusion Control Device Check off (web)	<input type="checkbox"/>	
Basics of Risk-Based Monitoring (web)	<input type="checkbox"/>	
Biobanking Best Practices	<input type="checkbox"/>	
Blood Glucose Determination Check Off (web)	<input type="checkbox"/>	
Blood Pressure Measurement by Auscultation Check Off (web)	<input type="checkbox"/>	
Blood Pressure Monitoring: Non-Invasive Device Check Off (web)	<input type="checkbox"/>	
ClinicalTrials.gov Introduction (Instructor)	<input type="checkbox"/>	
ClinicalTrials.gov Results Reporting	<input type="checkbox"/>	
Developing and Writing the Protocol (web)	<input type="checkbox"/>	
Developing Grant Proposals (web)	<input type="checkbox"/>	
Developing the Informed Consent Form*** (web)	<input type="checkbox"/>	
Getting Full Institutional Approval (web)	<input type="checkbox"/>	
Government Funded Clinical Trials (V2) (web)	<input type="checkbox"/>	



HIPAA Privacy and Security: Limited Data Set Use by Researchers (web)	<input type="checkbox"/>	
Information Security for Research Staff (Instructor)	<input type="checkbox"/>	
The IRB and Submitting the Study to the IRB (web)	<input type="checkbox"/>	
IRB overview-DOCR (Instructor)	<input type="checkbox"/>	
MaestroCare Clinical Research 100 (Instructor)	<input type="checkbox"/>	
MaestroCare Clinical Research Personalization (Instructor)	<input type="checkbox"/>	
Maestro Care Clinical Research (View Only)	<input type="checkbox"/>	
Medication Administration Check Off (web)	<input type="checkbox"/>	
Medication Administration-Investigational, Check Off (web)	<input type="checkbox"/>	
Monitoring and Reporting Safety (web)	<input type="checkbox"/>	
New to Duke: DOCR MaestroCare CRC Curriculum (web)	<input type="checkbox"/>	
Overview of Clinical Research at Duke (web)	<input type="checkbox"/>	
Peripheral IV Removal Check Off (web)	<input type="checkbox"/>	
Peripheral IV Therapy, IV Insertion Check Off (web)	<input type="checkbox"/>	
Phlebotomy Competency for Research (Instructor)	<input type="checkbox"/>	
Phlebotomy RENEWAL Competency for Research (Instructor)	<input type="checkbox"/>	

Planning for Data Collection (web)	<input type="checkbox"/>	
Preparing for Study-Specific Documentation (web)	<input type="checkbox"/>	
Querying, Analyzing and Closing out the Data (web)	<input type="checkbox"/>	
Recruiting Regulations and Best Practices (Instructor)	<input type="checkbox"/>	
REDCap: Building in the Data Dictionary (Instructor)	<input type="checkbox"/>	
REDCAP: Data Dictionary (web)	<input type="checkbox"/>	
REDCAP: Data Entry (web)	<input type="checkbox"/>	
REDCap: Detailed Overview (web)	<input type="checkbox"/>	
REDCap: Exporting/Importing & Reports (Instructor)	<input type="checkbox"/>	
REDCap: Intro to Project Development (web)	<input type="checkbox"/>	
REDCap: Learning to Manage Surveys (Instructor)	<input type="checkbox"/>	
REDCAP: Longitudinal Project (web)	<input type="checkbox"/>	
REDCap: Online Designer (web)	<input type="checkbox"/>	
REDCap: Single Survey Project (web)	<input type="checkbox"/>	
REDCap: Traditional Project (web)	<input type="checkbox"/>	
REDCap: Types of Projects (web)	<input type="checkbox"/>	



Reporting Problems & Maintaining IRB Approval (web)	<input type="checkbox"/>	
Research Data Integrity and Data Security* (web)	<input type="checkbox"/>	
Research Data Security Plan for Staff (Instructor)	<input type="checkbox"/>	
Research Database Design Principles (Instructor)	<input type="checkbox"/>	
Research Professionals Network: IRB Behind the Scenes (web)	<input type="checkbox"/>	
Reviewing the Literature and Determining the Research Question (web)	<input type="checkbox"/>	
Screening and Consenting Subjects*** (web)	<input type="checkbox"/>	
Study Design & Statistical Considerations (web)	<input type="checkbox"/>	
Study Documentation Regulations and Best Practices# (Instructor)	<input type="checkbox"/>	
Town Hall-How Clinical Research Billing Works (web)	<input type="checkbox"/>	
Updated MaestroCare Clinical Research Billing Review Process (CRC) (web)	<input type="checkbox"/>	
Urine Pregnancy Screening for Research (Instructor)	<input type="checkbox"/>	
Workshop: Start Building in REDCap (Instructor)	<input type="checkbox"/>	

<b>Responsible Conduct of Research (RCR)</b> <a href="http://medschool.duke.edu/RCR">http://medschool.duke.edu/RCR</a>	<b>Required?</b>  <b>Date to Complete</b>	<b>Date Completed</b>
DOM and GIM Science Culture of Accountability Plan (SCAP) Review and Acknowledgement	<input type="checkbox"/>	
RCR Training via (select one): 1) CITI RCR online courses, or 2) RCR Interactive Workshop, or 3) Online RCR Self-Assessment via Duke LMS (pass rate at least 90%), or 4) Completion of a Duke RCR course within past 2 years <b>Required to complete within 90 days of hire.</b>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Miscellaneous</b>	<b>Required?</b>  <b>Date to Complete</b>	<b>Date Completed</b>
Attend a convened IRB Meeting (after completing IRB overview) Contact the IRB @ <a href="https://irb.duhs.duke.edu/contact-us">https://irb.duhs.duke.edu/contact-us</a>	<input type="checkbox"/>	
DOM CRU Informed Consent Competency Observation Checklist (for in-person consent only - telephone consent based version to be developed soon)	<input type="checkbox"/>	
<b>Duke Websites to Review</b>	<b>Required?</b>  <b>Review within 30 days of hire</b>	<b>Date Completed</b>
<b>New To Duke?</b> <a href="https://hr.duke.edu/new-duke">https://hr.duke.edu/new-duke</a>	<input type="checkbox"/>	
<b>90-day probationary period:</b> <a href="https://hr.duke.edu/new-duke/orientation-guide/your-first-90-days">https://hr.duke.edu/new-duke/orientation-guide/your-first-90-days</a>	<input type="checkbox"/>	
<b>Work Schedule expectations/Holidays/Time away requests/Time reporting:</b> <a href="https://hr.duke.edu/benefits/time-away/university">https://hr.duke.edu/benefits/time-away/university</a>	<input type="checkbox"/>	
<b>Using Duke@Work:</b> <a href="https://work.duke.edu/irj/portal/MyInfo">https://work.duke.edu/irj/portal/MyInfo</a>	<input type="checkbox"/>	



<p><b>Duke Workforce Resilience and Engagement (Select Tier Advancement - Processes and Tools)</b> (for those in CRC, CRNC, RC, RPL positions only)  <a href="https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/docr-services-and-initiativesprojects/crpwg">https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/docr-services-and-initiativesprojects/crpwg</a></p>	<input type="checkbox"/>	
<p><b>Duke Office of Information Technology:</b> <a href="https://oit.duke.edu">https://oit.duke.edu</a></p>	<input type="checkbox"/>	
<p><b>Severe Weather Policy (identify whether essential, reserved, or delayed service level):</b>  <a href="https://hr.duke.edu/policies/expectations/severe-weather">https://hr.duke.edu/policies/expectations/severe-weather</a></p>	<input type="checkbox"/>	
<p><b>Workplace Attire:</b>  <a href="https://hr.duke.edu/policies/expectations/workplace-attire">https://hr.duke.edu/policies/expectations/workplace-attire</a></p>	<input type="checkbox"/>	
<p><b>Duke Flu Policy:</b> <a href="https://medschool.duke.edu/about-us/leadership-and-administration/office-human-resources/policies-and-forms/flu-vaccine-policy">https://medschool.duke.edu/about-us/leadership-and-administration/office-human-resources/policies-and-forms/flu-vaccine-policy</a></p>	<input type="checkbox"/>	
<p><b>Secure Communications:</b> <a href="https://security.duke.edu/policies-standards-procedures">https://security.duke.edu/policies-standards-procedures</a></p>	<input type="checkbox"/>	
<p><b>DOM CRU:</b> <a href="https://medicine.duke.edu/research/clinical-research">https://medicine.duke.edu/research/clinical-research</a></p>	<input type="checkbox"/>	
<p><b>DOM Research Administration:</b>  <a href="https://medicine.duke.edu/research/research-administration">https://medicine.duke.edu/research/research-administration</a></p>	<input type="checkbox"/>	
<p><b>DOCR Website:</b> <a href="https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research">https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research</a></p>	<input type="checkbox"/>	
<p><b>DOCR Policies:</b> <a href="https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-5">https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-5</a></p>	<input type="checkbox"/>	
<p><b>DOCR Procedures:</b>  <a href="https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-6">https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-6</a></p>	<input type="checkbox"/>	
<p><b>DOCR Research Wednesday:</b>  <a href="https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-outreach/research-wednesdays">https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-outreach/research-wednesdays</a>  <b>Sign up for DOCR Research Wednesday's and DOCR newsletters:</b> Email <a href="mailto:docr.help@dm.duke.edu">docr.help@dm.duke.edu</a> to receive notifications (copy &amp; paste this link).</p>	<input type="checkbox"/>	



<b>DOCR Clinical Research Updates:</b> <a href="https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-outreach/clinical-research-update">https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-outreach/clinical-research-update</a>	<input type="checkbox"/>	
<b>DukeHealth Intranet (Inside Duke Health):</b> <a href="https://intranet.dh.duke.edu">https://intranet.dh.duke.edu</a>	<input type="checkbox"/>	
<b>Duke eIRB:</b> <a href="https://eirb.mc.duke.edu">https://eirb.mc.duke.edu</a>	<input type="checkbox"/>	
<b>Duke IRB:</b> <a href="https://irb.duhs.duke.edu">https://irb.duhs.duke.edu</a>	<input type="checkbox"/>	
<b>Office of Research Administration (ORA):</b> <a href="https://medschool.duke.edu/research/research-support-offices/office-research-administration">https://medschool.duke.edu/research/research-support-offices/office-research-administration</a>	<input type="checkbox"/>	
<b>Research Professionals Network (RPN):</b> <a href="https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-outreach/research-professionals-network">https://medschool.duke.edu/research/clinical-and-translational-research/duke-office-clinical-research/policies-training-and-outreach/research-professionals-network</a> <b>Sign up for RPN:</b> Email <a href="mailto:docr-rpn@dm.duke.edu">docr-rpn@dm.duke.edu</a>	<input type="checkbox"/>	
<b>GIM Resources Portal:</b> <a href="https://sites.duke.edu/giminternal/">https://sites.duke.edu/giminternal/</a>	<input type="checkbox"/>	

Other Required Trainings (Study specific, etc.)	Date to Complete	Date Completed

I have reviewed the information with my supervisor and agree with the requirements.

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**

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- \* Must be completed before work can begin on any research study.
- \*\* Required trainings are determined by your position and will be listed online when you log in. Your supervisor can also contact OESO to add additional trainings based on your position requirements.
- \*\*\* Any person participating in the Development of the Informed Consent Form and/or Screening and Consenting Subjects is required to take either or both before participating in any aspect of the Informed Consent Process within 120 days of hire. You are to complete only the training that you need and will be participating in.
- + 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.
- # Any person collecting or documenting any research/study related data is required to take before collecting or documenting any data.