COM RESEARCH TRAINING CHECKLIST

Purpose: To ensure all COM faculty, staff, students and volunteers conducting research are adequately trained and training is properly documented.

This checklist is to be completed for each person (including faculty) conducting research in The College of Medicine and kept on file by the Faculty/Principal Investigator (PI). A copy should also be provided to Sara Greene, greenes@health.fau.edu, for students please send a copy to Dr. Bridget Smith (BSTATLER@health.fau.edu). It is recommended that PIs review these checklists annually to ensure trainings are renewed as required. Training and compliance are the responsibility of the Faculty/Principal Investigator and this checklist may not be all-inclusive for every research activity. Please add additional trainings as needed in the "Additional Trainings" section.

ACTIVITY	FREQUENCY	DATE COMPLETED
ALL PERSONNEL CONDUCTING ANY TYPE OF RESEARCH		
CITI Responsible Conduct of Research Training (RCR)	Every 3 years	
ALL COMFACULTY AND PERSONNEL WITH @heath.fau.edu EMAIL		
HIPAA Privacy Essentials - FAU Module	Initial Only	
HIPAA - Security Rule for Covered Entities – FAU Module	Initial Only	
ALL PERSONNEL CARRYING OUT WET LAB RESEARCH		
EHS Laboratory Safety	Annually	
EHS Fire Safety and Prevention Training	Annually	
EHS Bloodborne Pathogens Training	Annually	
EHS Biosafety Hazardous Waste Handling and Disposal Training	Annually	
EHS Hazardous Material Handling and Storage Training	Initial Only	
EHS Hazard Communication Training	Initial Only	
EHS Hazardous Waste Generator Training	Initial Only	
ALL PERSONNEL WORKING WITH ANIMALS		
EHS Working Safely with Animals	Initial Only	
EHS Animal Field Research Safety Overview	Initial Only	
Animal Research Facility Safety Awareness	Initial Only	
CITI IACUC Lab Animal Welfare Course *(start at question 7)*	Every 3 years	
CITI Mandatory General Training for All Animal Users – *additional courses may be required depending on your area of research (lab, biomedical, species, procedures, etc).*	Every 3 years	
Attend Workshop - Ethical use of Animals, IACUC Function and the 3Rs Sign up via the IACUC training calendar	Initial Only	
Hands-On Training for Rodent Users Only. Sign up via the IACUC training calendar • Hands on Training for Handling and Restraint, Injection Techniques and Euthanasia Techniques (Modules 1, 2, and 3) • Hands on Training for Aseptic Surgery *(if performing surgeries)*	Initial Only	
Facilities Orientation for Rodent Users Only – Contact Helen Munchow (amunchow@fau.edu) to schedule (include your PI & campus in the email)		
Enroll in FAU Occupational Health Program - Medical Monitoring for Animal Users	Initial Only	
For more information about In-person and CITI trainings visit the Research Integrity website	Varied	
Add Personnel to ICUC protocol	Initial Only	
There may be additional trainings required by IACUC depending on project. Confirm with the relevant offices.		

ADDITIONAL TRAININGS – *complete as needed*		
Responsible Conduct of Research Training **(In person):** View requirements for NIH and NSF funded research: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html and https://www.nsf.gov/bfa/dias/policy/rcr.jsp	Every 4 years	
CITI Conflict of Interest (COI) Training	Every 3 years	
CITI Good Clinical Practice (GCP) Training	Every 3 years	
CITI NIH Recombinant DNA Guidelines Training - *if research involves working with DNA vectors (PI only)*	Every 3 years	
CITI Initial Biosafety Training – *if research requires an IBC registration*	Every 3 years	
The employee/student can locate the emergency phone number, evacuation route, and first aid supplies.	Initial Only	
The employee/student can locate the emergency shower, fire extinguisher, eye wash station, and spill clean-up kit.	Initial Only	
The employee/student has been trained on the lab/unit Exposure Control Plan (e.g. proper procedures to report incidents and injuries, no eating/drinking in lab).	Initial Only	
The employee/student has been trained to know the appropriate PPE to ensure adequate protection from hazards, and has been provided a lab coat and safety goggles.	Initial Only	
The employee/student has been provided instructions for accessing FAU's Biological Safety and Chemical Safety Program Manuals http://www.fau.edu/ehs/	Initial Only	
The employee/student has been trained to understand facility requirements (e.g. do not prop open lab doors, no gloved hands in hallway, use of secondary transport containers).	Initial Only	
All relevant IRB/IBC/IACUC protocols have been amended to include this employee/student BEFORE they begin research activity. List the protocol(s) they have been added to:	As applicable	
ALL PERSONNEL WORKING WITH HUMAN SUBJECTS		
CITI Human Subjects Research Training 1) Biomedical Research Investigators (BRI) 2) Social/Behavioral Research Investigators (SBRI) 3) Data or Specimens Only Research (for chart review only)	Every 3 years	
CITI Health Information Privacy and Security (HIPS) training - *if study involves protected health information (PHI).*	Every 3 years	
There may be additional trainings required by IRB, IBC, or EHS depending on project. Confirm with the relevant offices.		
ALL PERSONNEL PACKAGING AND/OR SHIPPING HAZARDOUS MATERIALS		
DOT 1-4 Shipping Hazardous Materials-Ground	Every 3 years	
IATA 1-5 Shipping Hazardous Materials-Air (*consult EHS prior to 1st shipment*)	Every 2 years	
ALL PERSONNEL WORKING WITH RADIATION		
EHS Radiation Safety Training (for ionizing radiation) and/or Non-Ionizing Radiation Safety Training	Annually	

Resources:

- FAU Office of Environmental Health & Safety (EHS) http://www.fau.edu/ehs/
- FAU Office of Research Integrity (ORI) http://www.fau.edu/research-admin/research-integrity/
- FAU HIPAA Training: https://www.fau.edu/hipaa/training/ - *contact security-training@fau.edu if trouble accessing*
- How to access the CITI Initial Biosafety Training:
  1) Login to your CITI account https://about.citiprogram.org/en/homepage/
  2) Click on, "View Courses", next to Florida Atlantic University.
  3) Scroll to the bottom of the page and click, "Add a Course."
  4) Select <COURSE NAME> and click "Next".

Signatures:
I confirm that I have met with the employee/student to review this document in detail and I will keep copies of all relevant trainings and request renewals as needed.

_____	_____	_____
PI Printed Name	PI Signature	Date

I confirm that I have met with my supervisor to review this document in detail and I have provided my supervisor with copies of my trainings.

_____	_____	_____
Employee/Student Printed Name	Employee/Student Signature	Date