# Training Resources

[SWOG Training Resources List for Oncology Research Professionals](https://www.swog.org/media/13452):
https://www.swog.org/media/13452

# Training Resources –
# SWOG Learning Management System

| Website | System | Function |
|---|---|---|
| SWOG.org (https://swog.exphosted.com) - Login with CTEP credentials | ExpertusOne | SWOG-member-only Training<br>• Clinical Trials Training Course (CTTC)<br>    • CTTC Access Instructions<br>• Advanced Practice Provider Clinical Research Workshop<br>• SWOG Oncology Research Professionals Regulatory Workshop<br>• Study Chair Workshop<br>• Early-Stage Investigator Workshop (Online portion)<br>• Investigational Agent Handling<br>• TeamScience for SWOG Members<br>• …and much more – regular content additions!<br><br>*First time LMS access:*<br>• *Please see* CTTC Access Instructions *for general LMS system access instructions.* |

# SWOG (ExpertusOne) Learning Management System (LMS)

- Direct link to the LMS is located on the SWOG Member-side of the website under the "Member Resources" menu,
  - Or, via direct url: https://swog.exposted.com.
  - Login with CTEP IAM credentials required to access.
- SWOG Member Training Courses, plus
  - Brief (5-15 minutes) modular course additions ongoing.
  - For short courses, filter by
- SWOG study-specific training is maintained in the CTSU Compliance, Learning, and SOP Solutions (CLASS) Learning Management System [CTSU CLASS LMS]; Accessible NCTN-wide to staff with CTEP IAM login.



**Clinical Trials** | **Member Resources**

- Advocate Resources
- BMT Facility List
- Breast Cancer Commons
- CRA Workbench
- Digital Engagement
- Hope Funding Opportunities
- Membership
- Oncology Research Professionals
- Pharmaceutical Sciences
- Protocol Tracking Reports
- Publications & Presentations
- Radiation Therapy Facility List
- Recruitment & Retention
- Report of Studies
- Safety Reports
- Study Chair Workbench
- Training for SWOG Members



SWOG | CANCER RESEARCH NETWORK

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THE HOPE FOUNDATION FOR CANCER RESEARCH

MY LEARNING | MY DASHBOARD | CATALOG | MY PROFILE

| 0 | 0 | 0 | 4 |
|---|---|---|---|
| ITEMS NEED ATTENTION | LEARNING PATH / CERTIFICATION | BOOKMARKS FOR REFERENCE | LEARNING STATISTICS |

## SWOG has launched a new Learning Management System (LMS)!

**THE EXPERTUSONE LMS WILL BE HOME TO ALL TRAINING THAT IS SPECIFIC TO SWOG MEMBERS.**

- ✓ **Training certificates** are viewable and printable for one year after completing a course.
- ✓ **Courses are available** in brief 5- to 15-minute modules.
- ✓ **Content is regularly added** and updated. See the "Announcements" window for new content.
- ✓ **In a user-friendly interface,** you can view trainings, take surveys, and complete assessments all from one LMS content player – also available for mobile devices.
- ✓ **Allows us to host** virtual classes integrated with WebEx or Zoom.

*NCTN-wide training — such as for protocol-specific requirements and PRO training — will remain in the CTSU CLASS system. But SWOG internal training for members and staff will be in ExpertusOne.*

*Some of the training content now within ExpertusOne:*

- Study Chair Workshop
- Young Investigator Workshop Online
- Investigational Agent Handling
- Clinical Trials Training Course
- Team Science

*Access SWOG's new LMS at swog.exphosted.com, or link from the "Training for SWOG Members" item on the "Member Resources" menu. Use your CTEP IAM credentials to log in.*

swog.exphosted.com

expertusone
www.expertusone.com

# SWOG (ExpertusOne) Learning Management System (LMS)

- The SWOG Learning Management System Catalog is set-up for voluntary course enrollment, by SWOG membership type.
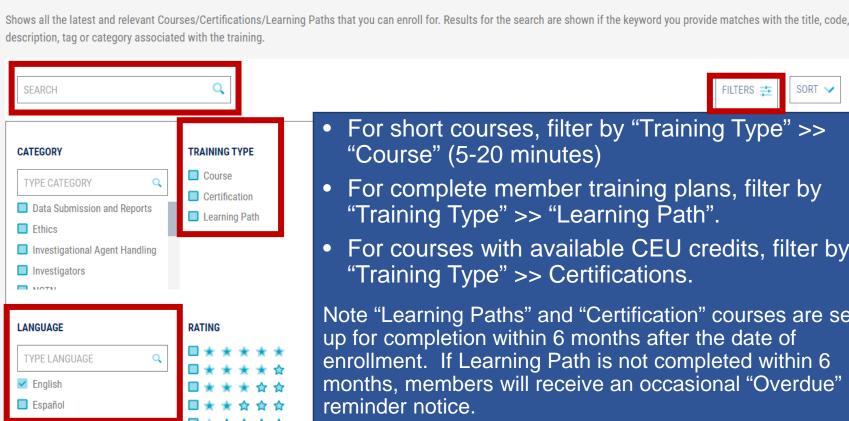
- Under the Catalog "Filters": Members can search for classes by key search term (e.g., data submission, reports, specimen, etc.), by "Training Type", or by language.
  - SWOG is in the process of adding Spanish language courses to the LMS. To search for courses available in Spanish, de-select "English" under "Language and select "Español".

SWOG | THE HOPE FOUNDATION FOR CANCER RESEARCH

MY LEARNING | MY DASHBOARD | CATALOG | MY PROFILE |

## CATALOG

ALL (22)    ♡ WISHLIST (0)

Shows all the latest and relevant Courses/Certifications/Learning Paths that you can enroll for. Results for the search are shown if the keyword you provide matches with the title, code, description, tag or category associated with the training.

SEARCH 🔍                    FILTERS ⚙    SORT ⌄    ≣

**CATEGORY**

TYPE CATEGORY 🔍

☐ Data Submission and Reports
☐ Ethics
☐ Investigational Agent Handling
☐ Investigators
☐ NCTN

**TRAINING TYPE**

☐ Course
☐ Certification
☐ Learning Path

**LANGUAGE**

TYPE LANGUAGE 🔍

☑ English
☐ Español

**RATING**

☐ ★★★★★
☐ ★★★★☆
☐ ★★★☆☆
☐ ★★☆☆☆

- For short courses, filter by "Training Type" >> "Course" (5-20 minutes)
- For complete member training plans, filter by "Training Type" >> "Learning Path".
- For courses with available CEU credits, filter by "Training Type" >> Certifications.

Note "Learning Paths" and "Certification" courses are set up for completion within 6 months after the date of enrollment. If Learning Path is not completed within 6 months, members will receive an occasional "Overdue" reminder notice.
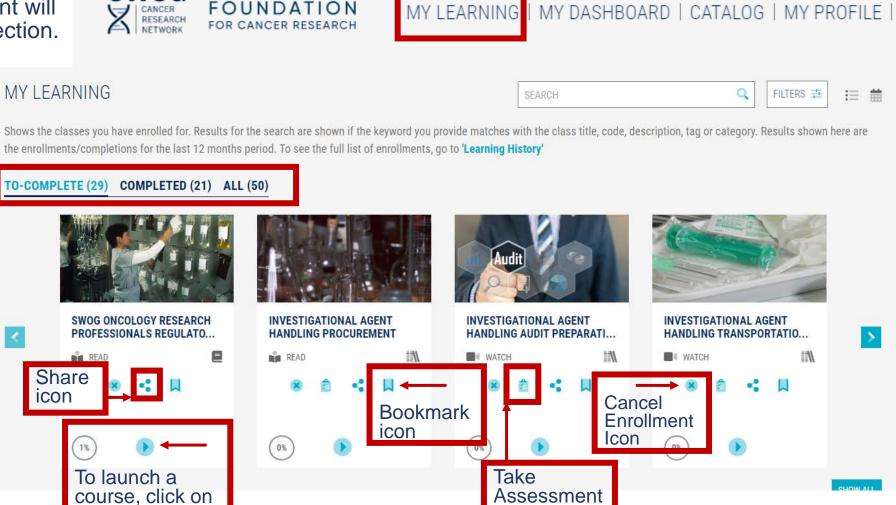
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NCI National Clinical Trials Network    NCI Community Oncology Research Program

# SWOG (ExpertusOne) Learning Management System (LMS)

- After enrolling in a course, certification, or learning path, the training content will appear under the "My Learning" section.

- From the "My Learning" section, you can:
  - View course progress,
  - Launch the training content,
  - Launch the course assessment,
  - Bookmark content that you find helpful (for ease of subsequent review after completion),
  - Share (via email or messaging system) the content with a colleague, or
  - Cancel your enrollment to the course.
  - If you click on the picture or title portion of the course, it will take you to a detail screen, where you can select and enroll in the available classes in the course or Learning Path.

**MODULE 1**

**1 . INVESTIGATIONAL AGENT HANDLING INTRODUCTION**

Investigational Agent Handling Introduction

CODE : IAH-INTRO.01 | CONTACT SUPPORT : Not Available  | Required | Yet To Select Class

**VIEW CLASSES**

**2 . INVESTIGATIONAL AGENT HANDLING PROCUREMENT**

Investigational Agent Handling Procurement

CODE : IAH.PROCURE.01 | CONTACT SUPPORT : Not Available  | Required | Yet To Start

**HIDE CLASSES**

**INVESTIGATIONAL AGENT HANDLING PROCUREMENT**

Investigational Agent Handling Procurement

0%

Yet to Start

📖 READ

| Class Code | : IAH.Procure.01 |
|---|---|
| Language | : English |
| Provider | : Internal |
| Enrolled by | : Self |
| Enrolled on | : Apr 18, 2023 |
| Contact Support | : Not Available |

📋 TAKE ASSESSMENT

▶ LAUNCH

- This is an example of the course detail screen where you can view classes, select or launch a selected class, view class progress, and take the assessment (subsequent completion of the class content) associated with each class.
- After completion of the class, a "Completion Certificate" link will appear next to the "Take Assessment" link, where you can download a completion certificate for the class.

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# SWOG (ExpertusOne) Learning Management System (LMS)

TO-COMPLETE (29)    COMPLETED (21)    ALL (

PROTOCOL DEVELOPMENT

**PROTOCOL DEVELOPMENT FOR INVESTIGATORS**

■ WATCH

COMPLETED    COMPLETED ON
FEB 13, 2023

To access the course detail screen after completion of the course:

- Go to "My Learning" >> select the "Completed" tab >> then click on the picture or title of the course.

**1 . PROTOCOL DEVELOPMENT FOR STUDY CHAIRS**

Protocol Development for Study Chairs

CODE : SC.PD.01 | CONTACT SUPPORT : Not Available  | Required | Completed

HIDE CLASSES

**PROTOCOL DEVELOPMENT FOR INVESTIGATORS**

Protocol Development for Investigators

■ WATCH

100%
Completed

| | |
|---|---|
| Class Code | : INV.PD.01 |
| Language | : English |
| Provider | : Internal |
| Enrolled by | : Self |
| Enrolled on | : Mar 20, 2023 |
| Completed By | : Cara Laubach |
| Completed On | : Feb 13, 2023 |
| Contact Support | : Not Available |

■ COMPLETION CERTIFICATE    ■ TAKE ASSESSMENT

► LAUNCH

Attachments    :    None

# SWOG (ExpertusOne) Learning Management System (LMS)

- After completion of a course or entire training plan, the course completion certificate will also be available for download from the "My Certificates" section of the dashboard. Certificates are available for download for 1 year after completion of the training.

  To access the "My certificates" screen:
  - Go to "My Dashboard" >> scroll right >> "My Certificates" >> then select either the "Course" or "Learning Path / Certification" tab to view certificates.

# Training and Related Resources – SWOG website

| Website | Resource Topic |
|---------|----------------|
| SWOG.org | • SWOG Policies and Procedures<br>• SWOG Oncology Research Professionals Resources<br>• SWOG Announcements and Current Training Opportunities<br>• SWOG Clinical Research Resources<br>• SWOG Frequently Asked Questions<br>• SWOG Quality Assurance and Audits<br>• SWOG Protocol Workbench<br>• SWOG VA Workbench<br>• SWOG Biospecimen Processing and Submission Procedures |

# SWOG Quality Assurance, Auditing and Monitoring Resources

- The publicly accessible SWOG "Quality Assurance and Audits" webpage includes a collection of regulatory and accountability resources pertinent to responsible research conduct of SWOG (and NCTN) clinical trials.

- In particular, note links to:
  - [SWOG Regulatory Guidance, July 2021](#)
    - A guide to successful regulatory audit.
  - [SWOG Quality Assurance Audit Guidelines](#)
  - Guidance documents for regulatory documentation and preparation for FDA inspection and FDA registration trials:
    - [Trial Master File](#)
    - [Investigational Drug Accountability](#)
  - [SWOG Best Practices](#) guidance document (allowable treatment/procedure windows, specimen collection and submission, consent scenarios)
  - [Patient Chart Review](#) guidance document
  - [Record Retention Guidance](#)

# SWOG.org Clinical Research Resources Webpages



- **Resources for Oncology Research Professionals**
  - ❖ **SWOG Data Submission Guidance, Tips, and Tricks**
- **Regulatory and Ethical Research Conduct References**, such as the NIH Department of Bioethics Videocasts of Past Lectures
- **Human Subjects Research Protection Training**
- **Continuing Education and Training Programs**

# SWOG.org Clinical Research Resources – Regulatory References

- Clinical Research Resources | SWOG
  - Webpages devoted to onboarding resources and continuing education
  - Specifically, the  Clinical Research and Human Research Protection Training | SWOG and Regulatory and Ethical Research Conduct References | SWOG pages contain a wealth of regulatory resources, such as:
    - Pertinent NCI and CIRB links, such as the NCI Investigator's Handbook
    - OHRP Office of Human Research Protections Human Subjects Protection Training
    - CMS HIPAA Basics for Providers guidance document
    - DHHS HIPAA for Professionals: Special Topics: Research
    - HIPAA FAQs database for Professionals
    - NIH Introduction to the Principles and Practice of Clinical Research (IPPCR)
      - Module 1 includes Research Ethics, FDA Product Regulation and Legal Issues in Clinical Research
      - Module 5 addresses Institutional Review Boards
    - FDA Overview of Drug Development (non-clinical safety assessment perspective)
    - FDA Oncology Drug Development Overview – Past to Present
    - FDA Regulations: Good Clinical Practice and Clinical Trials
    - FDA Clinical Trials and Human Subject Protection
      - Most recent clinical research guidance document updates
    - FDA comprehensive list of Clinical Trials Guidance Documents
    - NIH NIAID ClinRegs: Aggregated summary of clinical research regulations by topic area

# SWOG.org Frequently Asked Questions Webpages



*The FAQs web pages provide SWOG-specific information and address the most common site questions.*

**Frequently Asked Questions**

- Adverse Events, Serious Adverse Events, and External Safety Reports
- Quality Assurance
- Protocol Conduct
- Data Submission
- Funding, Financial Agreements, and Study Payments
- SWOG Membership

Navigation menu:
About · The SWOG Network · News & Events · **Clinical Trials**

Clinical Trials submenu:
- Biospecimen Resources
- Clinical Research Resources
- Clinical Trials Search
- Frequently Asked Questions
- Publications
- Institutions
- Quality Assurance & Audits
- Serious Adverse Events
- Training Resources
- CRA Workbench
- Protocol Workbench

# Training Resources – SWOG CRA Workbench

| Website | System | Resource Topic |
|---|---|---|
| SWOG.org<br><br> - Login with CTEP credentials | CRA Workbench | • ORP Manual<br>Other resources<br>• Calculators and other tools<br>• CRA Newsletter<br>• CRA Resources |

**Tools** ⊖
- BSA Calculator
- Clinical Trial Review Guide
- COVID Protocol Deviation Log (Word)
- COVID Protocol Deviation Log (PDF)
- Creatinine Clearance Calculator
- Date Counter
- Ideal Body Weight Calculator

**Patient Reports / Data Quality** ⊖
- Expectations
- Institution Performance Review (IPR)
- Queries (both Rave and pre-Rave SWOG studies)
- Ineligible Patients
- Patients in Follow-up
- Data Quality Portal (DQP) for Rave studies

- Contact the Statistics and Data Management Center (SDMC)
- Contact Reference Sheet

**CRA Workbench**

**Popular Resources** ⊖
- OPEN Patient Registration
- Rave Data Submission
- Specimen Tracking ★
- SWOG QA / Audits / Monitoring
- SWOG Best Practices ★
- New CRA Training

**Tools** ⊞

**Resources** ⊞

**CRA Manual (for Oncology Research Professionals)** ⊞ ★

**Patient Reports / Data Quality** ⊞

**Study Reports** ⊞

**Patient Management (Non-Rave Studies)** ⊞

**Training** ⊞

**Contact Us**

# *Find ORP Resources on the*
# CRA Workbench
Your resource headquarters for SWOG clinical trial patient management.

## Announcements

- "Studies with no required follow-up" is a report of studies that can be terminated with the IRB of record.

**Latest CRA Newsletter**

**Join the CRA Mailing list** ★

**Study Reports** ⊖
- Studies with no required follow-up ★
- Studies in Long Term Follow-up
- SAEs for a Study
- S0820 Potential Patients
- Study-wide Unblinding
- Accrual by Site
- Accrual by Race and Sex
- Accrual by Disease Committee
- BMT Facilities
- RT Facilities

**Training** ⊖
- SWOG Clinical Trials Training Course (CTTC)
- Your First Group Meeting
- Every CRA Should Know... ★

## SWOG CRA Workbench
- Login with CTEP IAM credentials required to access
- CRA Manual for ORP
- Expectation, IPR and Query Reports
- Recent updates: "Announcements" and the Quarterly "CRA Newsletter"
- Helpful SWOG and CTSU Contact Information

# Training Resources – CTSU CLASS LMS

| Website | System | Function |
|---|---|---|
| CTSU.org<br><br>CTSU CLASS Learning Management System<br><br>(under the CLASS tab) | CLASS | • SWOG Study-specific Training<br>• NCI Systems Training (e.g., Aurora, SDP)<br>• Other Group's Training / Study-specific Training |

# [CTSU Compliance, Learning, and SOP Solutions (CLASS) Learning Management System](#)

# CTSU (CLASS) Example Catalog View

- Note: For ease of access/review in the catalog, the Course Name for all SWOG-provided Study Specific Training begins with "SWOG"
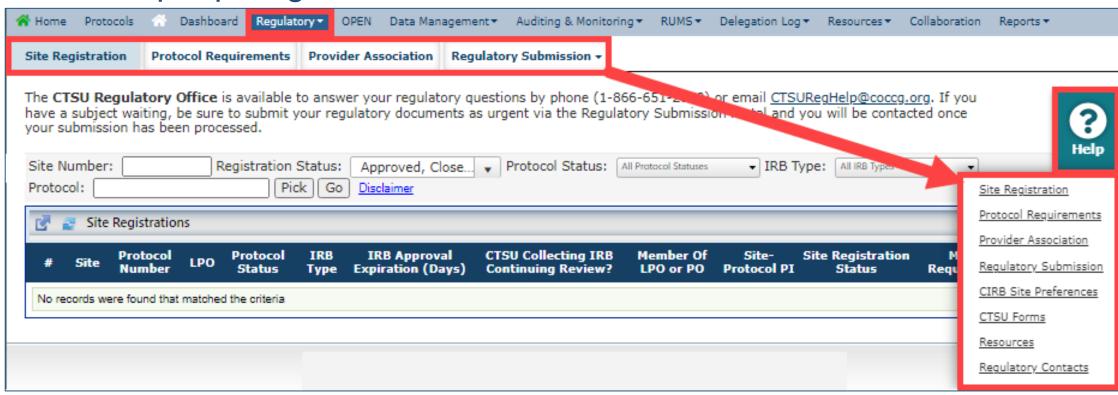
# Training Resources – CTSU website

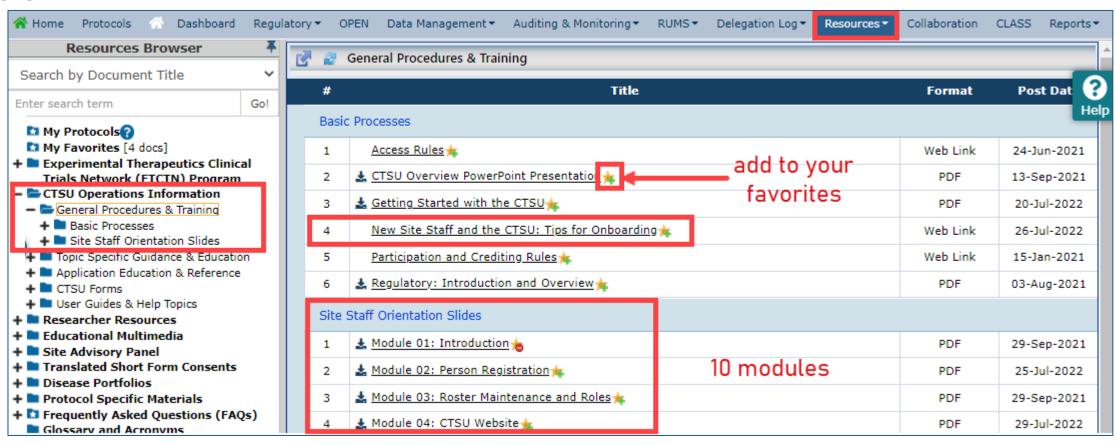| Website | Resource Topic |
|---------|----------------|
| CTSU.org | • Help Topics (on most CTSU.org screens)<br>• Resources tab<br>• Frequently Asked Questions |

# CTSU.org Help Topics

- Help topics appear on most CTSU screens, and have replaced user guides
- They are unique to the screen being viewed
- Clicking the icon shows the drop-down, a link opens the page, which has navigation
- Home help topics give an overview of the entire website

# CTSU.org Resources

- Resources > CTSU Operations Information > General Procedures and Training, contains introductory materials

- Tips for Onboarding and Site Staff Orientation Slides are geared for new site staff

# CTSU.org Frequently Asked Questions

- Resources > FAQs