

**Essentia Health Community Cancer Research Program (EHCCRP)
Oncology Clinical Trials**

Clinical Research Orientation/Training

Name: _____

Hire Date: _____

Position: _____

	Trainer	Date Discussed/ Demonstrated	Trainer's Initials	Date Performed	Manager's Initials
Research Program Organization	Tammie				
NCI Organization (NCORP)	Tammie				
Research Bases	Tammie				
ECOG	Tammie				
NRG	Tammie				
Alliance	Tammie				
SWOG	Tammie				
Wake Forest	Tammie				
MNCCTN	Tammie				
Pharmaceutical Trials	Tammie				
Consortium Trials (AFT/ACCRU)	Tammie				
Investigator Initiated	Tammie				
CREDIT	Amy				
Patients (Pre-Study/On Study)	Amy				
Protocols	Amy				
Documents	Amy				
Patient Check-offs	Amy				
OCT Calendar	Amy				
Reports	Amy				
Billing 101	Tammie				
OPEN Funding Dates	Kristin				
Highlighted Test Schedules	Amy				
Funding Sheets	Amy				
MCA	Tammie/Amy				
Study Start Up	Amy				
Feasibility	Amy				
Cancer Research Committee	Amy				
IRB process	Amy				
Consent creation	Amy				
HIPAA	Amy				
Credentialing/Ancillary Depts.	Amy				
Binder Layout (Forms)	Amy				
Study Maintenance	Amy				
Amendments/Updates	Amy				
Mailings	Amy/Kristin				
Patient Notifications	Amy				
Unanticipated Problem/Event	Amy				
Deviations/Violations	Amy				
Where to find study documents	Amy				
CTSU Reg Sub Portal	Amy/Kristin				
MD Research Paperwork	Amy				
Protocols	Amy				
Layout	Amy				
Differences	Amy				

	Trainer	Date Discussed/ Demonstrated	Trainer's Initials	Date Performed	Manager's Initials
Informed Consent	Sally				
Process	Sally				
Methods	Sally				
Age Specific Concerns	Sally				
Reproductive Risks	Sally				
Documentation	Sally				
Patient Chart / Data					
Research Chart Layout	Kristin				
On-Study Forms	Kristin				
Off Study checklist	Kristin				
Follow-Up Forms	Kristin				
Data Submission timeline	Kristin				
RAVE training	Kristin				
Source Documentation Portal	Kristin				
Test Schedule	Kristin				
Location on Web Site	Kristin				
Patient Tally Book	Kristin				
Prepping Charts	Kristin				
Processing Charts	Kristin				
Patient Transfer Sheet	Kristin				
EPIC					
Prior Authorization	Kristin				
Imaging Prior Authorization	Kristin				
Problem List	Kristin				
Episodes	Kristin				
Lab Order Preference	Kristin				
Putting in Orders	Kristin				
MyHealth Recruitment	Amy				
Out of Office InBasket	Kristin				
Level of Service	Sally				
RSH Record (Linking)	Kristin				
Point of Care Scanning	Kristin				
Laboratory Specimens	Kristin				
Obtaining	Kristin				
Shipping	Kristin				
Kit / Supply Ordering	Kristin				
Pathology Specimens	Kristin				
Obtaining	Kristin				
Shipping	Kristin				
Specimen Tracking Systems	Kristin				
ECOG	Kristin				
SWOG	Kristin				
Alliance/BioMS	Kristin				
Radiology	Kristin				
PACS	Kristin				
Requesting	Kristin				
Shipping/Uploading	Kristin				
Protocol Specific Central Review	Kristin				
RECIST/RANO training	Kristin				
Adverse Event Assessments					
Protocol Location	Kristin/Sally				
AE Assessment Form	Sally				
Routine Reporting	Kristin				
CTEP-AERs	Kristin				

	Trainer	Date Discussed/ Demonstrated	Trainer's Initials	Date Performed	Manager's Initials
Investigational Drug	Marsha				
Handling Policy	Marsha				
Ordering	Marsha				
Storage	Marsha				
Delivery	Marsha				
Drug Log	Marsha				
Returning	Marsha				
Patient Screening	Kristin				
Screening Sheet	Kristin				
Procedure	Kristin				
Eligibility Criteria	Kristin				
Staging Procedure	Kristin				
Communication with MD	Kristin				
GCA	Kristin				
Patient Management					
Pre-Study RN process	Sally				
Treatment Plan (Beacon)	Sally				
Treatment Chart Guts	Sally				
Oral Treatment process	Sally				
Dose Determination	Sally				
Dose Modification	Sally				
Communication with Care Team	Sally				
Documentation	Sally				
RN Orders & Considerations	Sally				
Licenses/Certifications					
Chemo/Bio – RN only	Sally				
State Licensing – RN only	Sally				
BLS	Sally/Kristin				
Audits					
Preparation	Tammie/Sally/ Kristin				
Procedure	Tammie				
Repercussions/Responses	Tammie				
Resources					
Oncology/Staging Books	Kristin/Sally				
CancerHelp website	Kristin/Sally				
CTCAE Coding	Kristin/Sally				
Resource Center	Kristin/Sally				
Office Coordination					
Stockroom Supply Process	Kristin				
Standard Operating Procedures	Tammie/Amy				
Education Opportunities					
Research Base Meetings	Tammie				
Staff Meetings	Tammie				
Team Meetings	Tammie				
Equipment					
Computers	Tammie				
Computer Network (T-Ranch)	Kristin				
Printer/Fax/Copier	Kristin				
Phones	Kristin				

	Trainer	Date Discussed/ Demonstrated	Trainer's Initials	Date Performed	Manager's Initials
1:1 Overviews					
	Tammie				
	Amy				
	Lauren				
	Ashley				
	Erika				
	Sally				
	Deb				
	Paige				
	Carly				
	Darcie				
	Bethany				
	Sarah				
	Kristin				
	Karin				
	Alex				
	Eric				
	Catherine				
	Sam				
	Lindsey				

I accept responsibility for performing the above within the established guidelines/timeframes.

Signature: _____ Date: _____