CRP Network a community of practice for clinical research professionals (CRPs) at VCU, VCU Health, affiliate, and partner institutions

Wright Regional Center
for Clinical and Translational Science

Clinical Research Professional (CRP) Onboarding Checklist

Staff Name, Research Role:	
Start Date:	
Department:	
Supervisor:	
Email /eID:	

1. The Clinical Research Professional (CRP) onboarding checklist was developed to assist managers with the onboarding of new CRPs in addition to any specific departmental onboarding. The tasks listed are relevant to CRPs that may or may not apply to the assigned research department / role. Managers are expected to review the CRP checklist entirely with new hires to determine which tasks apply to a specific job role.
2. The onboarding CRP must maintain the checklist in collaboration with their manager and/or onboarding team, create a folder for training certificates/resources, and maintain usernames and passwords in a secure location.

Indicate "N/A" for tasks that do not apply to a particular job role or department

Onboarding Task	Task Description
Onboarding Meeting	☐ Onboarding plan / schedule / communicate onboarding expectations ☐ Obtain new hire onboarding checklist ☐ Team /dept introductions, new hire assignment, and office location ☐ Schedule onboarding check-ins and meet routinely until onboarding is finalized ☐ Tour of office and all areas that are applicable to research and the CRP role
VCU Employee and Human Resource	☐ In addition to the CRP onboarding checklist, new hires must complete departmental onboarding and any new hire forms as applicable (i.e, MDA, policy attestations, etc.) ☐ VCU eID credentials obtained ☐ Employee V number obtained ☐ Benefit package discussion with the opportunity to ask questions ☐ New employee orientation dates received from Human Resource ☐ Timekeeping, pay, leave, employee self-serve access overview with the opportunity to ask questions
Research Department Employee IT Services	☐ Email account established for new hire and added to the applicable email groups, if any ☐ Obtain equipment (laptop/desktop/ monitors/puck/connectors, etc.) ☐ Request access to the applicable network drives ☐ Request access to printers for team and/or dept ☐ Request access to specific team/dept calendars ☐ Phone Number / Avaya App/ Long Distance Code / Voicemail setup ☐ Request applicable applications (i.e. Adobe Acrobat, EPIC shortcut, Life Image, etc.) ☐ If applicable, SPOK app, Pager, Haiku App for EPIC Access (CRN and provider only) ☐ Employee will sign up for text alerts http://alert.vcu.edu

CRP Network a community of practice for clinical research professionals (CRPs) at VCU, VCU Health, affiliate, and partner institutions

Wright Regional Center
for Clinical and Translational Science

Onboarding Task	Task Description
VCU and VCUHS Staff ID Badge & Building Access	**VMI Building 3rd Floor, Rm 311** Hours: M-F 8:30am-4:30pm 1000 E. Marshall St., Richmond, VA 23298, 804-628-2273 https://cardservices.vcu.edu ☐ New hire must have a V-number /eID before obtaining a **VCU ID card** ☐ New hire must have an approved VCUHS contingent worker position before obtaining a VCUHS ID card 1. Appointment required, schedule here: https://cardservices.vcu.edu 2. Confirm new hire status prior to requesting an appointment, please call 6-2273 3. Government-issued ID card is required at the time of the appointment 4. If previously employed with VCU/VCUHS, current student, or prior student and you have access to the ID card, you must return this during your appointment 5. VCU ID card will be the primary ID where access is granted 6. New hires must inform the onboarding team / manager once the VCU ID card is obtained. Building access will be requested and can take up 24 - 48 hours to be granted 7. If assigned to an office space, you must obtain office key
Register for parking, if applicable	**Parking & Transportation Services** Phone: 8-PARK; 659 North 8th Street Hours: M 8am-6pm; T-F 8am-4:30pm https://parking.vcu.edu/parking/faculty-and-staff/ http://go.vcu.edu/ramride 1. The link above contains information on parking shuttles, Campus Connect, parking mobile apps, and VCU Ram Ride 2. New hires must obtain a VCU ID card prior to requesting a parking permit
Obtain Employee Health Clearance	**Employee Health Services, Nelson Clinic, 1st Floor** Phone: 804-828-0584 401 N. 11th St., Richmond, VA 23298 Office Hours: 7:30am-4pm ☐ Email employeehealth@vcuhealth.org to request an immunization assessment and health clearance approval <u>prior to entering patient care areas.</u> 1. Requirement for CRNs/CRNPs/CRCs/CDMs staff and anyone that are in patient-facing roles 2. Required immunizations: TB blood test, TDAP, MMR, Hep B, chicken pox (varicella titer), and flu shot documentation 3. Employee Health Services will offer the required vaccines not previously obtained free of charge and with proper VCUHS ID card

CRP Network a community of practice for clinical research professionals (CRPs) at VCU, VCU Health, affiliate, and partner institutions

Wright Regional Center
for Clinical and Translational Science

Onboarding Task	Task Description
CITI Research Training	Clinical Research Professionals are required to complete the mandatory and applicable CITI Training based on the CRP role and research department requirements: ☐ Biomedical Human Subjects Protection ☐ Good Clinical Practice, applicable to CRP role ☐ Clinical Research Coordinator (if applicable) ☐ New Common Rule (if applicable) **CITI Training**: https://research.vcu.edu/training/citi-training/ If you have an established CITI account from a previous institution you will follow the link below to transfer your account to VCU **How to add/change your Institution to Affiliate Training Certificates** https://support.citiprogram.org/s/article/how-to-add-change-your-affiliated-institution-or-transfer- completions
Obtain VCUHS Non-Employee Contingent Status Account	1. New hires will work closely with their dept/onboarding team to complete the necessary steps for requesting and obtaining access to VCUHS applications 2. Upon access to VCUHS and Workday, new hires must complete the required new hire training modules that are assigned in Workday based on roles 3. Upon approval of the VCUHS contingent position, the onboarding team and/or manager must enter a request via Keystone to request EPIC training modules based on the CRP role and access needs 4. EPIC is a VCUHS Electronic Medical Record (EMR) System for managing research participants 5. Workday is a VCUHS application where new hires are assigned training modules upon approval of the VCUHS contingent position 6. New hires will work closely with their dept/onboarding to complete the necessary steps for requesting and obtaining access to the applicable VCUHS applications
EPIC (Electronic Medical Record) Training Completion	**EPIC Training modules will be assigned based on your role** ☐ Complete EPIC training. Upon approval of the VCUHS Non-Employee Contingent Status application, you will receive an email from EPIC University with guidance on completing EPIC training. Optional "gap training" for Epic is available in Workday; you can self-enroll by searching for specific modules within the browse learning content of the learning section in Workday. Example course: Research Coordinator

CRP Network

a community of practice for clinical research professionals (CRPs) at VCU, VCU Health, affiliate, and partner institutions

Wright Regional Center
for Clinical and Translational Science

Onboarding Task	Task Description
OnCore Clinical Trials Management System (CTMS) Training	☐ Complete the required OnCore training based on your role and research department requirements. All CITI training requirements must be completed prior to starting any OnCore training. Oncore training and/or practical assessment will be completed based on your role and departmental guidelines. https://vcu-oncore.forteresearchapps.com/forte-platform-web/login
Obtain Healthcare Provider CPR Certification Only required for CRNP, CRN, CRC, and CDM roles	**Option 1: Register for CPR class in Workday** https://www.myworkday.com/vcuhealth/login.htmld From the MENU, select "Learning" then "Browse Learning" and search "CPR". Select the "CPR Basic Life Support". Multiple dates are offered so that you can select a date that works for your schedule. **-OR-** **Option 2: Enroll in and complete the RQI Entry Program in Workday** https://www.myworkday.com/vcuhealth/login.htmld Resuscitation Quality Improvement (RQI) is a program where participants practice CPR skills and complete very brief online cognitive modules four times per year. It replaces the traditional CPR class. Workday does not allow team members to self-enroll. To enroll in the RQI program, email Cindy Steinbach at cynthia.steinbach@vcuhealth.org. You will automatically be enrolled in the next quarter after you complete RQI entry. CPR card and certification will be sent to your VCUHS email only (Microsoft Outlook). ☐ Submit your documentation to crc.accessrequests@vcuhealth.org and your manager.
Available Curriculum Vitae - Completed and Signed	☐ Complete / update, and sign Curriculum Vitae ☐ Send signed CV to onboarding team / manager for personal dept files ☐ CV must be updated every 2 years
Tour and Access of Clinical Research Patient Care Areas	☐ Tour and obtain access to the applicable patient care areas, after immunization clearance **You must provide the following details when requesting access:** 1. Name, title, and email 2. Access to specific patient care areas, floors, buildings, etc. 3. Staff ID Card Front Numbers 4. Staff ID Card Back Numbers ☐ **Request access to patient care areas using the process for the assigned research department**

CRP Network a community of practice for clinical research professionals (CRPs) at VCU, VCU Health, affiliate, and partner institutions

Wright Regional Center
for Clinical and Translational Science

Onboarding Task	Task Description
Dangerous Goods Training Training Offered bi-monthly	☐ Complete the mandatory Dangerous Goods training to ship research biological samples 1. Training to be conducted via Zoom. 2. Register with VCU BioRAFT; https://vcu.bioraft.com/raft/training/courses 3. Provide a copy of the completion certification to your manager / research dept and the Laboratory team if applicable
VCU Code of Conduct & VCU Policy and Procedures Training	**All Clinical Research employees carrying out research must be aware of VCU's Code of Conduct and all policy and procedure training** ☐ Review and acknowledge VCU's Code of Conduct https://acs.vcu.edu/integrity-and-compliance-office/vcu-code-of-conduct/ ☐ Review and completed the required training for VCU policies and procedures https://hr.vcu.edu/current-employees/learning-and-development/employee-training-and-policy-review/
Research Department Policies & Procedures	☐ CRPs must review, complete, and / or acknowledge the assigned research department SOPs, WGs, Attestations, Agreements, etc.
End of CRP Onboarding, completion	☐ Review CRP onboarding checklist with manager and/or onboarding team to ensure the applicable tasks are completed entirely ☐ Ensure all departmental onboarding is completed in addition to the CRP Onboarding Checklist

By signature below,

☐   I have completed and reviewed the initial CRP onboarding tasks listed on this checklist
☐   I was given the opportunity to ask questions related to each task
☐   I understand my role as a new hire and ready to start training with my assigned team

_____   _____
Employee Signature   Date

_____   _____
Onboarding team /   Date
Manager Signature