

COM RESEARCH TRAINING CHECKLIST

Purpose: To ensure all COM faculty, staff, postdoctoral fellows, 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 your department chair. 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	
The employee/student can locate the emergency phone number, evacuation route, fire extinguisher, and first aid supplies.	Initial Only	
Percipio HIPAA Privacy Essentials	Annually	
Percipio HIPAA Security Rule for Covered Entities	Annually	
ALL LAB WORKERS and PERSONNEL WORKING WITH HUMAN SUBJECT BIOSPECIMENS		
EHS Hazard Communication	Initial Only	
EHS Hazardous Material Handling and Storage	Initial Only	
EHS Biosafety Hazardous Waste Handling and Disposal	Annual	
EHS Hazardous Waste Generator	Initial Only	
EHS Fire Safety and Prevention	Annually	
EHS Portable Fire Extinguisher Training	Annually	
EHS Bloodborne Pathogens Training	Annually	
EHS Laboratory Safety	Annually	
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 https://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	
CITI Initial Biosafety Training – <i>if research requires an IBC registration, see below how to access this course.</i>	Every 3 years	
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 - select: 1) Biomedical Research Investigators, 2) Social/Behavioral Research Investigators, 3) Data or Specimens Only Research (for chart review only)	Every 3 years	
CITI Information Privacy and Security (IPS) training - <i>if study involves protected health information (PHI).</i>	Every 3 years	
<i>There may be additional trainings required by IRB, IBC, or EHS depending on project. Confirm with the relevant offices.</i>		



ALL PERSONNEL WORKING WITH ANIMALS		
EHS Working Safely with Animals	Initial Only	
EHS FAU Occupational Health Program-Medical Monitoring for Animal Use	Annually	
CITI General Training for all Animal Users - https://www.fau.edu/research-admin/research-integrity/animal-subjects-iacuc/	Every 3 years	
Virtual Ethical Use of Animals, IACUC Function and the 3Rs – To register https://www.fau.edu/research-admin/research-integrity/training-calendar/	Initial Only	
In-person Hands-on Training (applicable to rodent users only) – To register https://www.fau.edu/research-admin/research-integrity/training-calendar/	Initial Only	
<i>There may be additional trainings required by IACUC depending on project. Confirm with the relevant offices.</i>		
ALL PERSONNEL PACKAGING AND/OR SHIPPING HAZARDOUS MATERIALS (CITI Biosafety and Biosecurity)		
Percipio DOT 1-4 Shipping Hazardous Materials-Ground	Every 3 years	
Percipio IATA 1-5 Shipping Hazardous Materials-Air (<i>consult EHS prior to 1st shipment</i>)	Every 2 years	
ALL PERSONNEL WORKING WITH RADIATION		
EHS Radiation Safety (for ionizing radiation) and/or Non-Ionizing Radiation Safety	Annually	
ADDITIONAL TRAININGS – complete as needed		
Responsible Conduct of Research Training (In person): View requirements for NIH and NSF: 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 NIH Recombinant DNA Guidelines Training	Every 3 years	

Resources:

- FAU Office of Environmental Health & Safety (EHS) <https://www.fau.edu/ehs/>
- FAU Office of Research Integrity (ORI) <https://www.fau.edu/research-admin/research-integrity/>
- FAU HIPAA Training: <https://www.fau.edu/hipaa/training/>
- 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, "Biosafety/Biosecurity (BSS)", course option and click "Next".
 - 5) Select, "Initial Biosafety Training", training option 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