Clinical Research New Hire Orientation Checklist

DEPARTMENT:
Manager:

Employee’s University ID (UNID):

Departmental Set-Up Actions (Pre employee arrival)
☐ Confidentiality & Information Security Agreement
   http://www.compliance.utah.edu/forms/1.1A%20Form%20%20Confidentiality%20and%20
   Information%20Security%20Agreement.pdf
☐ Complete University ID number request form: Personnel Action Notification
   http://www.hr.utah.edu/nris/pan/
☐ Set up Computer Access: Power chart and other applicable computer programs for new
   employee (Takes 24-48 hours)
   http://uuhsc.utah.edu/manager/
☐ Telephone request
   http://www.it.utah.edu/services/phones/index.html
☐ Complete required Human Resources paperwork
   http://uuhsc.utah.edu/manager/

FIRST DAY (Employee actions/responsibilities)
☐ Tour of relevant buildings/resources (keys, pager, phone)
☐ UUHSC, PCMC and/or VA (if required)
☐ Campus Information System for e-mail account activity
   https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST
☐ Activate Outlook e-mail account
   http://email.uuhsc.utah.edu
☐ Obtain a history of vaccines
   http://www.hr.utah.edu/hsc/imm/
☐ Parking permit(s)

FIRST WEEK
☐ Reporting process in case of accident
   http://web.utah.edu/risk_management/insurance/html/incident_accident_info.htm
☐ Disaster Training
   http://www.ehs.utah.edu/Disaster.html
☐ Defensive driving video (if required by department, offered at orientation)
☐ Hepatitis vaccine and TB test** (UUHSC Occupational Health)
   http://uuhsc.utah.edu/hospepi/employee/
☐ Discuss and review confidentiality procedures
☐ HIPAA Training
   http://hipaatrain.pointcast.com/lms/login/
☐ Job instructions for first day/week
☐ Review initial job responsibilities
☐ Kronos (Time and Attendance)
   https://www.kronos.utah.edu/wfc/applications/wtk/html/ess/logon.jsp

**If patient contact

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FIRST MONTH
☐ Division goals, mission and values
☐ U of U Ethical Standards and Code of Conduct
   http://www.hr.utah.edu/ethicalstandards/index.php
☐ Bloodborne Pathogens Training (if required)
   www.ehs.utah.edu
☐ Phlebotomy Certification (if required)
☐ Sign up for ‘New Coordinator Orientation’ through the University of Utah
   http://education.research.utah.edu/
☐ CITI Training (if required)
   http://www.research.utah.edu/irb/training/citi_training.html
☐ CPR (if required)
   http://www.health.utah.edu/healthpromotion/cep/classes/cpr.html

Clinical Research at the University of Utah
☐ Clinical Trials Management Website and Study Start up Checklist
   http://uuhsc.utah.edu/clinicaltrials/
☐ Contact Office of Sponsored Projects (OSP)
   http://www osp.utah.edu/
   http://education.research.utah.edu/detail.cfm?class=58
☐ Review information and register for Research Administration Training Classes (RATS)
   http://education.research.utah.edu/
☐ Clinical Research Compliance and Education Office
   http://uuhsc.utah.edu/clinicalTrials/contact/CRCE.html

Ongoing
☐ University CRC monthly meetings
   http://uuhsc.utah.edu/clinicalTrials/training/crc-mtgs.html
☐ Departmental Staff meetings
☐ HIPAA (renewed annually)
☐ CITI (renewed every 5 years)
☐ CPR (renewed every 2 years)
☐ Bloodborne Pathogens Training (renewed every year)
☐ Continuing Education Credits: Association of Clinical Research Professions
   (ACRP re-certification every 2 years, membership annually) or Society of Clinical
   Research Associates
   (SoCRA re-certification every 3 years, membership annually)

University of Utah basic contact information:

University Hospital: 581-2121
Main campus: 581-7200
UUHSC Occupational Health: 581-2227
Information Technology: 587-6000
Netcom (Telephone requests): 581-4000

**If patient contact Version II: 10 Dec 2008**
### University of Utah Contact Information Continued:

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
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</table>
| **Clinical Research Compliance and Education (CRCE)** | Karen Wilson, Executive Director 801-213-3601  
Karen.Wilson@hsc.utah.edu  
Research Pharmacy  
Rajiv Sharma, Pharm.D. 801-585-2185  
Rajiv.sharma@hsc.utah.edu  
http://uuhsc.utah.edu/clinicalTrials/contact/Research%20Pharmacy%20Fee%20Schedue.doc |
| **Conflict of Interest Office**           | Jahn Barlow- Director 801-581-6351  
Jahn.barlow@hsc.utah.edu  
http://www.research.utah.edu/integrity/conflict/index.html  
Veteran’s Affairs Medical Center  
Caroline Keller - Research Compliance Officer 801-582-1565 (Ext 4866)  
caroline.keller@va.gov  
http://www.saltlakecity.va.gov/ |
| **Research for Genetic and Epidemiologic Research (RGE)** | Jahn Barlow- Director 801-581-6351  
jahn.barlow@hsc.utah.edu  
http://www.research.utah.edu/rge/index.html  
Grants and Contracts Accounting  
Alayne Merritt- Clinical Trials 801-581-5832  
Alayne.Merritt@admin.utah.edu  
http://fbs.admin.utah.edu/index.php/gca/ |
| **Environmental Health and Safety**       | Marty Shaub- Director 801-581-6590  
Marty.Shaub@ehs.utah.edu  
http://www.ehs.utah.edu/  
Technology Commercialization Office  
Brian A. Cummings- Director 801-581-7792  
bcummingstco.utah.edu  
http://www.tco.utah.edu/ |
| **HIPAA Privacy Office**                  | 801-587-9241  
Intermountain Healthcare  
Shelby Moench- Office of Research 801-408-6778  
shelby.moench@imail.org  
http://intermountainhealthcare.org/xp/public/research/researchoffice.xml |
| **Institutional Review Board**            | John Stillman- Director 801-581-3655  
IRB@hsc.utah.edu  
http://www.research.utah.edu/irb/  
Research Education(RATS)  
Tony Onofrietti- Director 801-585-3492  
Tony.Onofrietti@hsc.utah.edu  
http://education.research.utah.edu/ |
| **Office of Sponsored Projects**          | Brent Brown- Director 801-581-3003  
Brent.Brown@osp.utah.edu  
http://www.osp.utah.edu/ |