|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Print Name:** |  | | | **Sponsor Name:** | |  | |
| **Research Non-employee Orientation (Due by the end of your first week)** | | | | | | | |
| 1. Return this **completed and signed** checklist by email to [ResearchHR@seattlechildrens.org](mailto:ResearchHR@seattlechildrens.org) 2. This is due by end of your first week (access privileges may be revoked due to non-compliance) | | | | | | | |
| **SECTION I:** REQUIRED | | | | | | | |
| WHERE? | | TOPIC | Requirement | | Required? | | Completed? |
| Review [PowerPoint Presentation](http://child.childrens.sea.kids/uploadedFiles/Child/People_and_Places/Departments/Human_Resources2/Information_for_Managers/Non-Employees/NonEmployeeOrientation.pdf) | | **Institutional**  **Orientation** | all research non-employees in compliance with HR policy called “Non-employees” | | Yes | |  |
| *Read*  [Patient Privacy Handbook](http://child.childrens.sea.kids/uploadedFiles/Child/People_and_Places/Departments/Human_Resources2/Information_for_Managers/Non-Employees/NEAT_Process_for_Research/PrivacyHandbookEnglish.pdf) | | **Patient Privacy** | all research non-employees in compliance with “Workforce Privacy and Security training” policy | | Yes | |  |
| **SECTION II**: Please select training as applicable to your assignment  *You must have a Children’s network login to access “Grow@SC” our online training program* | | | | | | | |
| WHERE? | | TOPIC | Requirement | | Required? | | Completed? |
| Grow@SC | | [**Research Fire & Life Safety**](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/46441e7d-dc1c-45ea-acaf-546e4dd0e808) | required if on-site i.e. SCRI facilities | | Yes or No | |  |
| Grow@SC | | [**Financial Conflict of Interest in Research**](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/e1c62605-512c-4d77-b091-2dcafd8dd888) | required of all staff responsible for the design, conduct, or reporting of research (clinical or bench) | | Yes or No | |  |
| [www.citiprogram.org](http://www.citiprogram.org/) | | **-**[**Biomedical (Biomed) Foundations**](https://about.citiprogram.org/en/course/biomedical-biomed-foundations/)  **-**[**Social-Behavioral-Educational (SBE) Foundations**](https://about.citiprogram.org/en/course/social-behavioral-educational-sbe-foundations/) | required of all staff engaged in clinical research  Users can choose the most appropriate to the type of research they are doing | | Yes or No | |  |
| Grow@SC | | [**Research Formaldehyde Hazard Communication Training**](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/188fb88d-bb37-4655-a1db-f3cec0a26d90) | required of staff with access to res. laboratories | | Yes or No | |  |
| Grow@SC | | [**Research Biosafety**](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/436d513a-3e4a-444d-b512-721956bcb3b2) | required of staff with access to res. laboratories | | Yes or No | |  |
| Grow@SC | | [**Research Hazard Communication**](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/466536cd-adba-433b-9fd3-7d1f2457db95) | required of staff with access to res. laboratories | | Yes or No | |  |
| Grow@SC | | **[Introduction to](https://seattlechildrens.csod.com/ui/lms-learning-details/app/course/5ddfad7e-e482-48c7-84de-cfe451f7521f)**  **[Research Ethics](https://seattlechildrens.csod.com/ui/lms-learning-details/app/course/5ddfad7e-e482-48c7-84de-cfe451f7521f)** | required of all staff engaged in clinical research | | Yes or No | |  |
| Grow@SC | | [**Protecting the Privacy and Security of Children’s Information**](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/ccceda0a-8661-4208-9fe5-ebae8c41abf3) | required of all staff who access patient’s Protected OR interact with patients | | Yes or No | |  |
| Grow@SC | | [**Child Abuse & Neglect**](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/483f59d4-7b83-4a7e-9dcf-68e3e0e0c861) | required of all staff with patient access / interaction | | Yes or No | |  |
| Grow@SC | | **[Safe Handling and Disposal of](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/beec93ea-31b5-4257-b399-b5d09ef7c4a0)**  **[Infectious Waste](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/beec93ea-31b5-4257-b399-b5d09ef7c4a0)** | required of all staff who handle infectious waste OR with patient access | | Yes or No | |  |
| Grow@SC | | [**Bloodborne Pathogens**](https://seattlechildrens.csod.com/ui/lms-learning-details/app/curriculum/2e42fee3-5724-4e33-bdb4-90e05ec36d0c) | required of all staff with patient access or based on occupational exposure | | Yes or No | |  |
| **SECTION III**: OTHER DEPARTMENT or POSITION ORIENTATION TRAINING  Review with sponsor any other training required by the department or other position specific training | | | | | | | |

 I acknowledge that I have received the training described in this document and have asked questions of my sponsor (or designee) when/as needed.

 **Non-Employee’s signature**: Date:

 **Sponsor’s signature**: \_ Date: