

**Overview of Training Requirements by Role**  
11/11/10

	<b>Research Technician</b>	<b>Clinical Researcher</b>	<b>Clinician – no research</b>	<b>Animal Researcher</b>	<b>In Vitro Researcher</b>	<b>Social/ Behavioral Researcher</b>
<p><b>General Requirements</b></p> <p><i>See notes p. 3</i></p>	Laboratory Safety and Hazardous Waste (L, 60m, R3)	HIPAA (MC, W, 60m, 1X)  HIPAA Research (W, 30m, 1X)  Human Subjects Protection (W, 3h, R3)  Effort Reporting Policy and Process (W, 60m, 1X)	HIPAA (MC, W, 60m, 1X)	Laboratory Safety and Hazardous Waste (L, 60m, R3)  Effort Reporting Policy and Process (W, 60m, 1X)	Laboratory Safety and Hazardous Waste (L, 60m, R3)  Effort Reporting Policy and Process (W, 60m, 1X)	Human Subjects Protection (W, 3h, R3)  Effort Reporting Policy and Process (W, 60m, 1X)
<p><b>Role/Activity Specific Requirements</b></p> <p><b>(Based on role, individuals will be required to do some or all)</b></p> <p><i>See notes p. 3</i></p>	HIPAA (MC, L, 60m, 1X) HIPAA Research (W, 30m, 1X)  Species Specific Orientation (L, 90, 1X) <sup>1</sup>  Rodent Wet Lab (L, 90m, 1X)  Non-rodent Species Specific Training (L, 60, 1X) <sup>1</sup>  Building Specific Orientation (L, 60, 1X)  Formaldehyde/Xylene (L, 30m, R1)  Hydrofluoric Acid Safety (W, 30m, R3)  Biological Safety/Bloodborne Pathogens (L, 60m, R1)  Radiation Safety (L, 90m, R1)  Laser Safety (L, 30m, R3)  Shipping Biological Materials (W, 30m, R3)  Shipping with Dry Ice (W, 30m, R3)  Certificate of Fitness Holder (Fire Safety) (L, 60m, 1X)	FDA Sponsor-Investigator (W, 60m, 1X)  Formaldehyde/Xylene (L, 30m, R1)  Bloodborne Pathogens/Infection Control for clinicians (W, 45m, R1)  NYPH Annual Training (W, 60m, A1)  FAR Code of Conduct (W, 30m, 1X)	NYPH Annual Training (W, 60m, 1A) <sup>3</sup>	Species Specific Orientation (L, 90, 1X) <sup>1</sup>  Rodent Wet Lab (L, 90m, 1X)  Non-rodent Species Specific Training (L, 60, 1X) <sup>1</sup>  Building Specific Orientation (L, 60, 1X)  Formaldehyde/Xylene (L, 30m, R1)  Biological Safety/Bloodborne Pathogens (L, 60m, R1)  Radiation Safety (L, 90m, R1)  Laser Safety (L, 30m, R3)  Shipping Biological Materials (W, 30m, R3)  Shipping with Dry Ice (W, 30m, R3)  Certificate of Fitness Holder (Fire Safety) (L, 60m, 1X)  NYPH Annual Training (W, 60m, 1A) <sup>3</sup>  FAR Code of Conduct (W, 30m, 1X)	Formaldehyde/Xylene (L, 30m, R1)  Hydrofluoric Acid Safety (W, 30m, R3)  Biological Safety/Bloodborne Pathogens (L, 60m, R1)  Radiation Safety (L, 90m, R1)  Laser Safety (L, 30m, R3)  Shipping Biological Materials (W, 30m, R3)  Shipping with Dry Ice (W, 30m, R3)  Certificate of Fitness Holder (Fire Safety) (L, 60m, 1X)  NYPH Annual Training (W, 60m, 1A) <sup>3</sup>  FAR Code of Conduct (W, 30m, 1X)	HIPAA (MC, W, 60m, 1X)  HIPAA Research (W, 30m, 1X)  FAR Code of Conduct (W, 30m, 1X)

	Administrator	Effort Coordinator	Clinical Research Coordinator (and other clinical research personnel)	Training Fellows	Post Docs
<p><b>General Requirements</b></p> <p><i>See notes p. 3</i></p>	<p>HIPAA (MC, L, 40m, 1X)</p> <p>Billing Compliance (MC, L/W, 50m, 1A)</p>	<p>Effort Coordinator Training (L, 120m, R1)</p>	<p>CRC Training (W, 3H, 1X)</p> <p>HIPAA (MC, L, 40m, 1X)</p> <p>HIPAA Research (W, 30m, 1X)</p> <p>Human Subjects Protection (W, 3h, R3)</p>		
<p><b>Role/Activity Specific Requirements</b></p> <p>(Based on role, individuals will be required to do some or all)</p> <p><i>See notes p. 3</i></p>	<p>HIPAA Research (W, 30m, 1X)</p> <p>P-Card (L, 120m, 1X)<sup>2</sup></p> <p>Add/Comp sub-module (L, 90m, 1X)<sup>2</sup></p> <p>APCAR/FFE Purchasing (W, 30m, 1X)<sup>2</sup></p> <p>Human Subjects Petty Cash (W, 30m, 1X)<sup>2</sup></p>	<p>HIPAA (MC, L, 40m, 1X)</p> <p>HIPAA Research (W, 30m, 1X)</p>	<p>CUMC/NYP Orientation (W, 60m, 1X)</p>	<p>HIPAA (MC, L, 40m, 1X)</p> <p>HIPAA Research (W, 30m, 1X)</p> <p>Human Subjects Protection (W, 3h, R3)</p> <p>Responsible Conduct of Research (L, 12h, 1X)</p> <p>Species Specific Orientation (L, 90, 1X)<sup>1</sup></p> <p>Rodent Wet Lab (L, 90m, 1X)</p> <p>Non-rodent Species Specific Training (L, 60, 1X)<sup>1</sup></p> <p>Building Specific Orientation (L, 60, 1X)</p> <p>Laboratory Safety and Hazardous Waste (L, 60m, R3)</p> <p>Formaldehyde/Xylene (L, 30m, R1)</p> <p>Hydrofluoric Acid Safety (W, 30m, R3)</p> <p>Biological Safety/Bloodborne Pathogens (L, 60m, R1)</p> <p>Radiation Safety (L, 90m, R1)</p> <p>Laser Safety (L, 30m, R3)</p> <p>Shipping Biological Materials (W, 30m, R3)</p> <p>Shipping with Dry Ice (W, 30m, R3)</p>	<p>HIPAA (MC, L, 40m, 1X)</p> <p>HIPAA Research (W, 30m, 1X)</p> <p>Human Subjects Protection (W, 3h, R3)</p> <p>Responsible Conduct of Research (L/W, 3-12h, 1X)<sup>4</sup></p> <p>Species Specific Orientation (L, 90, 1X)<sup>1</sup></p> <p>Rodent Wet Lab (L, 90m, 1X)</p> <p>Non-rodent Species Specific Training (L, 60, 1X)<sup>1</sup></p> <p>Building Specific Orientation (L, 60, 1X)</p> <p>Laboratory Safety and Hazardous Waste (L, 60m, R3)</p> <p>Formaldehyde/Xylene (L, 30m, R1)</p> <p>Hydrofluoric Acid Safety (W, 30m, R3)</p> <p>Biological Safety/Bloodborne Pathogens (L, 60m, R1)</p> <p>Radiation Safety (L, 90m, R1)</p> <p>Laser Safety (L, 30m, R3)</p> <p>Shipping Biological Materials (W, 30m, R3)</p> <p>Shipping with Dry Ice (W, 30m, R3)</p>

- <sup>1</sup> Species Specific Orientation and Non-rodent Species Specific Training need to be taken anew whenever a researcher works with a new species.
- <sup>2</sup> Finance Office Training requirements are currently under review and are moving toward increased requirements regarding trainings and audiences.
- <sup>3</sup> NYPH Annual Training is required of all researchers and non-researchers with hospital appointments.
- <sup>4</sup> Postdocs funded by NIH are required to complete in-person training that can run 12 hours; postdocs funded by NSF can complete on-line training of 3-4 hours.

**KEY:**

Researcher = Faculty (Officers of Instruction and Officers of Research)

Technician = Staff

MC = Medical Center only

MS = Morningside only

L = Live training

W =Web-based training

30m = 30 minutes (60m, 90m, etc.)

12h = 12 hours

1X = One time only

1A = Annual requirement

2A = Biannual requirement (3A, etc.)

R1 = Refresher required each year (R2, etc.). Note: Refresher training is generally shorter than the initial requirement.