

Overview of Training Requirements by Role
11/20/08

	Research Technician	Clinical Researcher	Clinician – no research	Animal Researcher	In Vitro Researcher	Social/ Behavioral Researcher
General Requirements	Laboratory Safety/ Chemical Hygiene/ Hazardous Waste Training (L, 60m, R3)	HIPAA (W, 40m, 1X) Research- HIPAA (MC, W, 30m, 1X) Billing Compliance (MC, L/W, 50m, 1A) Human Subjects Protection (W, 60m, 1X) Effort Reporting Policy and Process (W, 60m, 1X)	HIPAA (W, 40m, 1X) Billing Compliance (MC, L/W, 50m, 1A)	Laboratory Safety/Chemical Hygiene/ Hazardous Waste Training (L, 60m, R3) Effort Reporting Policy and Process (W, 60m, 1X)	Laboratory Safety/ Chemical Hygiene/ Hazardous Waste Training (L, 60m, R3) Effort Reporting Policy and Process (W, 60m, 1X)	Human Subjects Protection (W, 60m, 1X) Effort Reporting Policy and Process (W, 60m, 1X)
Role/Activity Specific Requirements (Based on role, individuals will be required to do some or all)	HIPAA (L, 60m, 1X) HIPAA Research (W, 30m, 1X) Wet Lab (L, 90m, 1X) Rodent Lecture (L, 90, 1X) Large Animal Training (L, 60, 1X) ¹ Surgical Training (L, 60, 1X) ¹ Barrier Training (L, 60, 1X) Formaldehyde/Xylene (L, 50m, R1) Blood-borne Pathogen & Biosafety (L, 60m, R1) Radiation Safety (L, 90m, R1) Laser Safety (L, 30m, R3) Shipping Biological Materials (W, 30m, R3) Shipping Using Dry Ice (W, 30m, R3) Certificate of Fitness Holder Training (Fire Safety) (L, 60m, 1X)	Research with Children module (W, 30m, 1X) Formaldehyde/Xylene (L, 50m, R1) Blood-borne Pathogen & Biosafety for clinicians) (W, 60m, R1) NYPH Hospital Annual Training (W, 60m, A1)	NYPH Hospital Annual Training (W, 60m, 1A) ³	Wet Lab (L, 90m, 1X) Rodent Lecture (L, 90, 1X) Large Animal Training (L, 60, 1X) ¹ Surgical Training (L, 60, 1X) ¹ Barrier Training (L, 60, 1X) Formaldehyde/ Xylene (L, 50m, R1) Radiation Safety (L, 90m, R1) Laser Safety (L, 30m, R3) Shipping Biological Materials (W, 30m, R3) Shipping Using Dry Ice (W, 30m, R3) Certificate of Fitness Holder Training (Fire Safety) (L, 60m, 1X) NYPH Hospital Annual Training (W, 60m, 1A) ³	Formaldehyde/Xylene (L, 50m, R1) Hydrofluoric Acid Safety (W, 30m, R3) Blood-borne Pathogen & Biosafety (L, 60m, R1) Radiation Safety (L, 90m, R1) Laser Safety (L, 30m, R3) Shipping Biological Materials (W, 30m, R3) Shipping Using Dry Ice (W, 30m, R3) Certificate of Fitness Holder Training (Fire Safety) (L, 60m, 1X) NYPH Hospital Annual Training (W, 60m, 1A) ³	Research with Children module (W, 30m, 1X)

	Administrator	Effort Coordinator	Clinical Research Coordinator (and other clinical research personnel)	Training Fellows	Post Docs
General Requirements	HIPAA (MC, L, 60m, 1X) Billing Compliance (MC, L/W, 50m, 1A)	Effort Reporting Policy and Process Training (L, 60m, 1X) ECRT Training (L, 60m, 1X)	HIPAA (L, 60m, 1X) HIPAA Research (W, 30m, 1X) Human Subjects Protection (W, 60m, 1X)	Responsible Conduct of Research (L, 12h, 1X) Career Training	
Role/Activity Specific Requirements (Based on role, individuals will be required to do some or all)	HIPAA Research (W, 30m, 1X) P-Card Training (L, 120m, 1X) ² Add/Comp sub-module (L, 90m, 1X) ² APCAR/FFE Acquisition (W, 30m, 1X) ²	HIPAA (L, 60m, 1X) HIPAA Research (W, 30m, 1X)	CUMC/NYP Orientation (W, 60m, 1X)	HIPAA (MC, L, 60m, 1X) HIPAA Research (W, 30m, 1X) Human Subjects Protection (W, 60m, 1X) Research with Children module (W, 30m, 1X) Laboratory Safety/ Chemical Hygiene/ Hazardous Waste Training (L, 60m, R3) Formaldehyde/Xylene (L, 50m, R1) Hydrofluoric Acid Safety (W, 30m, R3) Blood-borne Pathogen & Biosafety (L, 60m, R1) Radiation Safety (L, 90m, R1) Laser Safety (L, 30m, R3) Shipping Biological Materials (W, 30m, R3) Shipping Using Dry Ice (W, 30m, R3) Wet Lab (L, 90m, 1X) Rodent Lecture (L, 90, 1X) Large Animal Training (L, 60, 1X) ¹ Surgical Training (L, 60, 1X) ¹ Barrier Training (L, 60, 1X)	HIPAA (MC, L, 60m, 1X) HIPAA Research (W, 30m, 1X) Human Subjects Protection (W, 60m, 1X) Research with Children module (W, 30m, 1X) Laboratory Safety/ Chemical Hygiene/ Hazardous Waste Training (L, 60m, R3) Formaldehyde/Xylene (L, 50m, R1) Hydrofluoric Acid Safety (W, 30m, R3) Blood-borne Pathogen & Biosafety (L, 60m, R1) Radiation Safety (L, 90m, R1) Laser Safety (L, 30m, R3) Shipping Biological Materials (W, 30m, R3) Shipping Using Dry Ice (W, 30m, R3) Wet Lab (L, 90m, 1X) Rodent Lecture (L, 90, 1X) Large Animal Training (L, 60, 1X) ¹ Surgical Training (L, 60, 1X) ¹ Barrier Training (L, 60, 1X)

- ¹ Large Animal and Surgical Training are species specific and need to be taken anew whenever a researcher works on a new species.
- ² Finance Office Training requirements are currently under review and are moving toward increased requirements regarding trainings and audiences.
- ³ NYPH Hospital Annual Training is required of all researchers and non-researchers with hospital appointments.

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.)