**PURPOSE:** To define the procedures to be followed for initial and continuing training for investigators and research staff. Training will allow investigators and staff to receive an introduction and continued education in areas related to their roles and responsibilities. Training will include information needed to conduct research properly, in addition to background information on structure, expectations and goals.

**SCOPE:** Applies to all site personnel involved in the implementation and coordination of clinical research.

**PERSONNEL RESPONSIBLE:**  Principal Investigator, Sub-Investigators, Study Coordinator and/or other pertinent staff.

**PROCEDURES:**

* All key personnel and other clinical staff as necessary will be trained on the research protocol, and will include
  + History and overview of clinical research
  + Glossary of terms and definitions
  + Standard Operating Procedures (SOPs) for the site
  + Roles and responsibilities of the staff
  + Study recruitment
  + Informed consent process
  + Monitoring/audit visits
  + Core Competencies (EKG use, phlebotomy, etc—where applicable)
    - Training will be documented in the study regulatory binders.
    - If study team members do not attend the Site Initiation Visit training, the Principal Investigator or delegated designee will ensure that all staff conducting protocol tasks are properly trained.

**RESOURCES**:

* Good Clinical Practices
* ICH guidelines
* Site Policies and Procedures