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Onboarding Guide for University Research Staff Based at CHCO

This reference guide is designed to assist with the process of onboarding a new University research staff member that will be based at CHCO (either full-time or part-time). Information regarding the steps, processes and requirements for both the new staff member and the hiring manager(s) will be provided. The onboarding experience can be complicated and time consuming. The hope is that this guide will help alleviate any confusion and stress associated with this important process.

CHCO Hiring Manager (Operations and Practice Manager)

Once a new hire has been identified via the University Department, a CHCO employee will need to submit a *Non-Employee Researcher Onboarding Form* online ASAP

CHCO intranet homepage → Quick Links → Forms Center → General Administrative Forms → Non-Employee Researcher Onboarding Form

Information required to have on hand in order to complete this form includes: Full name, email address, last 4 digits of SS#, home address, PI info, Dept information, specifics relating to role, etc. Please see the appendix for all of the fields required for submission. Also, make sure to select **Affiliate** from the drop-down menu of the form. After this form is submitted, the new hire will receive an email containing further instructions to continue and complete the onboarding process at CHCO.

Note that this process can take an average of 2 weeks, longer depending on how quickly the new hire submits the required paperwork

After the new employee submits all of the required items, they will receive an email to schedule an orientation appointment. During the orientation, the new hire will sign an MOU (valid for one year and must be renewed annually to remain in active status) and will also receive a PeopleSoft number needed to obtain a CHCO badge and parking permit (if needed). Note that if the employee has parking through the University of Colorado, parking will not be granted by CHCO.

After a PeopleSoft number has been assigned, the CHCO hiring manager will receive an email from CHCO Onboarding confirming that the new hire can now be enrolled in EPIC training (if applicable). This email will include a link to complete the EPIC training request form. Once the form is submitted, the new employee will receive an email from CAS to schedule the required training.

New research employee

CHCO requires that new employees (whether employed by the hospital or the University) submit **numerous items** in order to receive a CHCO badge and gain access to CHCO systems. **If possible, begin gathering the documentation as soon as you receive your offer letter to help prepare and expedite the process.** It is important to read all instructions carefully and to submit all items as quickly as possible.

After the CHCO hiring manager submits a *Non-Employee Researcher Onboarding Form*, you should receive a welcome email from the CHCO onboarding office with instructions. Below is a list of items/documentation that you will be required to submit. (See appendix for sample forms to review)

- **Background check**- \$70 (this must be completed within the past 12 months and must be compliant in the following areas: social security number validation, nationwide criminal repository and national sex offender registry in all 50 states)
- **Orientation and training handbook acknowledgement form** for non-employees
- **Drug screen**
- **Security user agreement** (completed online)
- **Badging and parking form** (completed online)

- **Health certification form-**
 - 10-panel drug screen: approximately \$60 (this must be completed within the last 12 months)
 - Immunizations: Cost will vary depending on where they are done.
 - T-dap
 - 2 MMR or 1 MMR titer (history of disease is not accepted)
 - 2 Varicella or chicken pox vaccines or 1 Varicella titer (history of disease is not accepted)
 - Hepatitis B vaccines or 1 Hepatitis B titer
 - TB test or Quantiferon blood test (this must be done within the last 12 months)
 - Seasonal influenza vaccine (this must be completed within November 1-April 30)

Background Check

You must have completed within the past 12 months and must be compliant in the following areas: social security number validation, nationwide criminal repository, and national sex offender registry in all 50 states. **If you have already received a background check from the University of Colorado**, you will forward your confirmation email showing that you passed the background check to OnboardingResearch@childrenscolorado.org.

Drug Screening

A drug screening costs approximately \$60 and must have been completed in the last 12 months. You can have a drug screening done at any [Concentra Clinic](#) and use the [Non-Employee Authorization for Drugs Screen Form](#) upon the screening visit.

You will be paying the drug screening out of pocket but be sure to keep your receipt as you will be reimbursed. **Before submitting for reimbursement, confirm with your University hiring manager that the Department has approved reimbursement for the drug screening cost.**

Orientation Handbook Acknowledgement Form

The [Orientation and Training Handbook](#) contains policies and guidelines for CHCO, with the acknowledgement form on the last page (page 40). After reading through the handbook, sign the acknowledgement form and email a copy to OnboardingResearch@childrenscolorado.org.

Health Certification

The [Health Certification Form](#) includes a drug screen and immunization section. In this form, you will fill in Section 1 (Contact Information) and Section 3 (Immunizations). Section 2 will be completed by a HR representative when they receive the drug screening authorization form from Concentra Clinic.

Section 3 (Immunizations):

For this immunization section, you will need to fill in the dates when you received the following immunizations and provide supporting documentation verifying you received those immunizations.

- MMR (history of disease is not accepted)
- Varicella (history of disease is not accepted)
- TB (Quantiferon Blood test or 2-part Skin Test) must be within last 12 months
- Tdap (adult)
- HepB (for clinical positions only)
- Seasonal Influenza Vaccine (November 1 through April 30)

If you are missing or in need of a titer for any of the immunizations listed above, you need to arrange to receive these from your doctor. You are able to use the CHCO Outpatient Lab for Quantiferon (TB) blood test and MMR and Varicella titers **only if the department is paying for the tests (verify with your University hiring manager).**

***Note- If you are hired between November 1 – April 30, you will need to have the Seasonal Influenza Vaccine. ***

Walgreens Pharmacy or personal General Practitioner Office

If you choose to complete any of the missing immunizations at your local Walgreens Pharmacy or your General Practitioner, you will fill in the dates you received the immunizations and provide the supporting documentation of those received immunizations.

CHCO Outpatient Lab (paid for by department)

If you choose to use the Children’s Colorado Outpatient Lab for titers of MMR and Varicella and/or the Quantiferon blood test, complete the [Lab Requisition Form](#), and this will be billed directly to the department. Your Children’s Colorado manager must sign the Department Contact Information section of the form prior to going to the Lab. **If a department is not reimbursing for these expenses, we are NOT able to offer this service.**

Tests are run in the Outpatient Lab on Tuesdays, Thursdays, and Fridays. Blood can be drawn Monday through Friday from 7am to 5:30pm or Saturday from 8am to 12pm. An appointment is not necessary, but you must have a completed [Lab Requisition Form](#) in order for the Lab to process the requested services.

The outpatient Lab will only provide the following titers and tests:

- Quantiferon (TB) Blood Test
- MMR titer
- Varicella (Chickenpox) titer

Once the [Health Certification Form](#) has been completed, you will email it to OnboardingResearch@childrenscolorado.org along with the supporting documentation of immunizations.

Security User Agreement (SUA)

A security user agreement will need to be completed online at <https://agree.childrenscolorado.org> and here is the step by step instructions.

- Go to <https://agree.childrenscolorado.org>
- Enter the password “balloonboy” and click **Login**
- Enter your First Name and Last Name and click **Find**
- If you have a previous SUA on file, your name will appear. Confirm the ID shown is your previous ID to complete
- If your name is not found, select the **Create a new Security User Agreement link**, which is located below the **Find** button
- Follow the prompt to complete the SUA

Additional Trainings

CITI Training

All personnel involved in the conduct of human subject research must complete human subjects training and must review that training every 3 years. Additional training is necessary depending on the type of research you are conducting and how your research is funded. The University of Colorado Denver | Anschutz Medical Campus uses the Collaborative Institutional Training Initiative ([CITI Program](#)) to deliver and record human subjects training.

CITI training registration website can be found [here](#). You will search for University of Colorado Denver in the “*Select your Organization Affiliation*” box. You will register with your CU Denver credentials (email and employee ID).

Once your account is created, you will add the following **required** courses:

- Group 1: Biomedical Investigators
- Health Information Privacy and Security (HIPS) for Clinical Investigators (HIPAA)
- Biomedical Responsible Conduct of Research
- Good Clinical Practice (for NIH funding research studies)
 - All NIH-funded clinical investigators and clinical trial staff who are involved in the conduct, oversight, or management for clinical trials must be trained in GCP, consistent with principles of the International Conference on Harmonisation (ICH) E6 (R2).

The CITI/HIPS trainings are not required for the onboarding process, however; they must be completed prior to starting research in your department.

Conflict of Interest (COI)

1. Complete your COI Disclosure Form on the eRA [website](#). Select **Denver** as your campus and login with your CU Denver credentials.
 - For a step by step guide on how to complete the COI Disclosure Form, you can find the guide [here](#).
2. Complete COI once a year, unless your status changes during the year.

If you have any questions about COIs, you can contact COI@ucdenver.edu.

REDCap

REDCap (Research Electronic Data Capture) is a secure, HIPAA-compliant web-based application designed for data collection for research studies. REDCap provides:

1. An easy-to-use data entry system, with data validation;
2. The ability to import data from external sources;
3. Automated exports to the most common statistical packages (SPSS, SAS, R, and Stata);
4. Audit trails for tracking data changes and exports;
5. Branching logic, calculations, and answer piping to increase functionality and personalization; and
6. A sophisticated survey tool for building and managing online surveys.

In order to receive a REDCap full account, you will need to complete a user tutorial. Below is how to receive an account.

1. Complete the REDCap tutorials at <https://redcap.ucdenver.edu/surveys/?s=ttemCfUleJ>
2. After completing the tutorials, you will receive instructions from REDCap administration to create your account.

If you have any questions about REDCap, you can contact redcap@ucdenver.edu.

Epic Research Training

You will need to attend Epic research training in order to access Epic for research purposes. Your CHCO hiring manager will submit an Epic request form on your behalf once a PeopleSoft number has been assigned to you. After the request form is processed, you will be contacted by the CAS Research Team to register for your Epic research training.

If you have any questions about Epic research, call the Help Desk 720-777-4357, option 1.

OnCore Training

OnCore is to help research coordinators and administrators manage the day-to-day operational activities of clinical studies. These activities include committee reviews, budgeting, tracking protocols and enrollment including individual patient visits, billing for services, managing biospecimen inventories, and reporting to regulatory agencies.

You will need to register for OnCore in-person training(s) and below are the steps to sign up for OnCore:

1. Request OnCore Access. Please follow this link to request OnCore [here](#). A CU Denver account is required to register for training and log into OnCore. Based on your answers, that will determine which in-person training(s) you will need to attend.
2. Once your Access Request has been processed, you will register for the OnCore course(s).
 - a. Available session information can be found in Skillsoft. All training sessions require registration in Skillsoft. Instructions for searching for courses and registration can be found [here](#).

If you have any questions regarding OnCore, you can email oncoresupport@ucdenver.edu or call 303-724-1111.

Additional research support

The Research Institute is a resource for research investigators at Children's Hospital Colorado. The clinical research staff provides centralized organization of resources that offers pediatric investigators and sponsors a full complement of clinical research services and training opportunities in a way that avoids redundancy, inter-organizational competition, and maximized efficiency and cost effectiveness. The RI holds Quarterly Research Operations Meetings that are filled with research updates, guest speakers from various departments, and training opportunities. If you would like to be added to the CHCO Research Operations Meeting, please contact Gio Macias at giomara.macias@childrenscolorado.org.

For more information

For any questions on the researcher onboarding process, please email OnboardingResearch@childrenscolorado.org or call 720-777-8598.

Onboarding Check List

- ☐ Background check
- ☐ Health Certificate
 - Copy of immunization records
 - Drug screening
- ☐ Orientation Handbook Acknowledgement Form
- ☐ Security User Agreement

Research Training Check List

- ☐ CITI training
- ☐ REDCap tutorials
- ☐ Epic Research training
- ☐ OnCore training