TRAINING CHECKLIST AND DOCUMENTATION – IRB STAFF

Purpose: ☐ New Hire ☐ Annual Requirements ☐ Other _____

Name: _____

	Training/Education Source	Completed	Verified by
Required	Initial Education:		
	Staff Orientation Session		
	CITI Basic Web-based Course		
	40 Hours of Individual Training by Education Coordinator		
	OUHSC IRB In-House Education Program		
	Continuing Education:		
	CITI Refresher Web-based Course		
	Attendance of Monthly IRB Office Education Series		
	PRIM&R/ARENA Annual Conferences		
	IRB Management and Function Text and Workbook		
	CIP Exam		