

<b>C</b> enter for <b>H</b> uman <b>P</b> henomic <b>S</b> cience	University of Pennsylvania Health System	<b>CHPS</b> <b>SOP 12</b>
<b>Standard</b> <b>Operating</b> <b>Procedure</b>	<b>In-Services: CHPS</b> <b>Responsibilities</b>	Page 1 of 2

**INTRODUCTION:** CHPS keeps a record of staff present at specific study in-services in case study requests a copy of staff present at in-service. Penn Medicine Nursing Education department needs to be aware of in-services completed at CHPS.

**PURPOSE:** To maintain CHPS staff in-service education record and to provide guidance for new study knowledge for CHPS staff unable to attend the study’s inservice.

**SCOPE:** CHPS Nursing Leadership and CHPS Staff

**PROCEDURE:**

1. The CHPS nurse practitioner (NP) uploads the new study’s approved nursing worksheets and training document onto SharePoint: Nursing > HUP Nursing > SharePoint > CHPS > “add documents”.
2. All CHPS staff receives a calendar notification of upcoming in-services. If a CHPS staff member is unable to attend the in-service, it is that staff member’s responsibility to review that study’s nursing worksheets and training document and contact the clinical study team (CST) with questions.
3. Everyone present at the in-service needs to sign an Educational Program Record (found on Nursing > HUP Nursing > Resources > Forms & Downloads > Attendance Sign-In Sheet: Educational Program Record). A new Educational Program Record will need to be started for every different day the same in-service is given.
4. After the in-service, the CHPS NP updates CHPS Study Docs Application reflecting that the in-service has been given so that participants can be scheduled in the CHPS Scheduler.
5. CHPS NP keeps a copy of the Educational Program Record, and sends a copy of it to Christine Capps (HUP Nursing Administration) at christine.capps@penntmedicine.upenn.edu. Body of this email needs to include the PI name, CTSC # and name of protocol.
6. If a study does not require an inservice because of its minimal and uncomplicated tasks, the study’s worksheets and training document are emailed to the CHPS Staff.

<b>Prepared by:</b>	Amanda Brock, MSN, MBE, RN, OCN, Paige Sinclair, RN MSN OCN and Kathlyn Schumacher, CRNP	<b>Date:</b> 11/01/2018 Edited: 6/14/2019 Edited: 3.15.2022
<b>Checked by:</b>	Amanda Brock, MSN, MBE, RN, OCN and Yael Malul MSN, RN, OCN, AGACNP-BC	<b>Date:</b> 8.8.2022
<b>Approved by:</b>	Caitlin O'Neill MSN, RN, OCN, NEA- BC and Lorri Schieri, MBA	<b>Date:</b> 8/16/2022