TO: School of Medicine Faculty, Clinical Research Personnel, and Business Administrators

FROM: Emma A. Meagher, MD
Associate Dean for Clinical Research

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SUBJECT: Required training for Clinical Research Coordinators

Penn Medicine Clinical Research Coordinators (CRCs) are key personnel in the clinical research enterprise and play an essential role in study management and human subjects protections.

All Clinical Research Coordinators (CRCs) are required to complete Clinical Research Coordinator training offered by this Office, and be certified as trained within a 6 month period of hire date. This requirement includes research staff in the following HR categories: Clinical Research Nurse, Clinical Research Nurse Coordinator, and Clinical Research Assistant.

We recognize that some research staff performing CRC functions are hired using different HR titles; thus any staff performing functions related to human subjects research for which the IRB would require CITI and/or HIPAA training are required to complete the training.

**Certification Requirements includes completion of 5 elements**

1. CITI training
2. Penn online HIPAA training
3. OCR CRC-specific training program
   - this is 2-day PENN specific CRC training for CRCs new to Penn or those Penn staff who have transitioned into a CRC role at Penn
4. Four additional hours of Penn specific human research training (e.g. 2 Human Subjects Workshop series)
5. Successful completion of the online CRC examination

**Timelines:**

CRCs must complete the **Penn CRC Certification program** within their first 6 months of hire using the 2-day foundational training program

**Training Registration**

Registration for all training is done through Knowledge Link. Click the following link for additional information: [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu)

Please e-mail (ocr@exchange.upenne.edu) or call (215-746-7400) the Office of Clinical Research if you have any questions.