

C enter for H uman P henomic S cience	University of Pennsylvania Health System	CHPS SOP 30
Standard of Operating Procedure	Training Requirements for CHPS Clinical Staff	Page 1 of 3

PURPOSE: The CHPS clinical staff are required to fulfill and maintain standardized training requirements. Those requirements are discussed in detail below.

Nursing Administrative Policy Manual ADM 09: Nursing License and Certification Renewal – HUP/CPUP/CORPORATE

University of Pennsylvania Health System Policy Manual Number 2-04-01: Employee Records: Access, Maintenance, and Retention

University of Pennsylvania Health System Policy Manual Number 2-04-02: LICENSES, REGISTRATIONS, and CERTIFICATIONS (VERIFICATION AND MAINTENANCE)

SCOPE: The CHPS department.

PROCEDURE:

1. Nurse Practitioners

a. CHPS nurse practitioners are required to fulfill and maintain the following:

- i. Nursing Licensure in the State of Pennsylvania
- ii. Certified Registered Nurse Practitioner Licensure in the State of Pennsylvania
- iii. Basic Life Support
- iv. Advanced Cardiac Life Support
- v. CITI – Good Clinical Practice
- vi. CITI – Biomedical Research

b. CHPS nurse practitioners will maintain HUP and department-specific competencies in accordance with HUP policy.

C enter for H uman P henomic S cience	University of Pennsylvania Health System	CHPS SOP 30
Standard of Operating Procedure	Training Requirements for CHPS Clinical Staff	Page 2 of 3

2. Nurses

a. CHPS nurses are required to fulfill and maintain the following:

- i. Nursing Licensure in the State of Pennsylvania
- ii. Basic Life Support
- iii. Advanced Cardiac Life Support
- iv. Oncology Nursing Society/Oncology Nursing Credentialing Center Chemotherapy Immunotherapy Certificate or Fundamentals of Chemotherapy Immunotherapy Administration. (PCAM staff only).
 - 1. All RN staff will transition to the full Oncology Nursing Society/Oncology Nursing Credentialing Center Chemotherapy Immunotherapy Certificate by the end of 2025.
- v. UPHS Chemotherapy/Biotherapy Competency (PCAM staff only).
- vi. CITI – Good Clinical Practice
- vii. CITI – Biomedical Research

b. CHPS nurses will maintain HUP and department-specific competencies in accordance with HUP policy.

C enter for H uman P henomic S cience	University of Pennsylvania Health System	CHPS SOP 30
Standard of Operating Procedure	Training Requirements for CHPS Clinical Staff	Page 3 of 3

3. Medical Technicians

- a. CHPS medical technicians are required to fulfill and maintain the following:
 - i. Phlebotomy Certification
 - ii. Basic Life Support
 - iii. CITI – Good Clinical Practice
 - iv. CITI – Biomedical Research
- b. CHPS medical technicians will maintain HUP and department-specific competencies in accordance with HUP policy.

Prepared by:	Amanda Brock and Yael Malul	Date: 1.13.22
Checked by:	Kathlyn Schumacher and Jessica Lenzo	Date: 7.19.22
Approved by:	Caitlin O’Neill and Lorri Schieri	Date: 7.21.22