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| Thank you for your commitment to hosting an intern. Below you will find a checklist of items required for onboarding a student intern via CRISP, along with instructions for adding the intern to study personnel. Please refer to the [Process for Adding Duke Students, Unpaid Volunteers, and External Trainees/Interns to Study Personnel](https://secure.compliance360.com/ext/WNLK_roScYogDkGfDvY858weitR96m7G) on the [DOCR Policies page](https://medschool.duke.edu/research/research-support/research-support-offices/duke-office-clinical-research-docr/docr-policies) for more details. |
|  | Requirements for onboarding a CRISP External student or a CRISP Duke student Send documentation to Taryn Cavanaugh Faulk (taryn.cavanaugh@duke.edu)  |
|[ ]  Notify your CRU’s RPM (or ARPM, if applicable) that you wish to engage an intern in your research. |
|[ ]  Complete the Clinical Research Internship Preceptor/Mentor Training | Register here: [DOCR-CRISP-103 | 00187656](https://lms.duhs.duke.edu/Saba/Web/Cloud/goto/OfferingDetails?offeringId=dowbt000000000055232) |
|[ ]  [Sponsor a guest account](https://oit.duke.edu/service/sponsored-accounts/) for the intern *(External Students Only)****This must be completed so the student can complete the required trainings.*** |
|[ ]  Complete Drug Product Form *(Clinic Settings Only)* |
|[ ]  Complete Exhibit A Form with learning objectives  |
|[ ]  Request a background check for the intern via the Duke Background Check Center (BGCC) at bgcc@duke.edu *(If background check not already done by intern’s home institution within the last year)* |
|[ ]  **Collect the following items from the intern:**[ ]  Copy of Health Insurance *(External Interns Only)*[ ]  Copy of Vaccination records *Vaccination requirements are enumerated in item 12 of* the *Clinical Research Participation Agreement.*[ ]  Documentation of TB test completed within the past year *(Clinical Settings Only)*[ ]  DUHS TB Attestation Form *(Clinical Settings Only – provided by CRISP)**Note: CRISP needs to receive both the attestation form and a copy of the TB test result completed within the past year.*[ ]  DUHS Confidentiality Agreement Form (provided by CRISP)[ ]  Duke External Intern Clinical Research Participation Agreement *(External Students Only – provided by CRISP)*[ ]  Duke Intern Clinical Research Participation Agreement *(Duke Students Only – provided by CRISP)* |
|[ ]  **Ensure the intern completes the following; submit documentation to CRISP:**[ ]  Background check *(must be requested by mentor or designee, as above; instructions routed from BGCC to intern)*[ ]  Getting Started with Your Clinical Research Internship | Register here: [DOCR-CRISP-101 | 00187657](https://lms.duhs.duke.edu/Saba/Web/Cloud/goto/OfferingDetails?offeringId=dowbt000000000055233) [ ]  Clinical Research Intern “Time Out” Training: Pausing to Protect Study Participants + Their Privacy | Register here: [DOCR-CRISP-102 | 00187658](https://lms.duhs.duke.edu/Saba/Web/Cloud/goto/OfferingDetails?offeringId=dowbt000000000055234) [ ]  CRISP Pre-Internship Survey: <https://duke.qualtrics.com/jfe/form/SV_eIMAIsyRjMaPJhI>  |
| IRB documentation requirements for adding a CRISP External student or a CRISP Duke student to study personnel*Refer to the* [*Process for Adding Duke Students, Unpaid Volunteers, and External Trainees/Interns to Study Personnel*](https://secure.compliance360.com/ext/WNLK_roScYogDkGfDvY858weitR96m7G) *for more details.* |
|[ ]  Documentation of required training:[ ]  Duke Health CITI modules[ ]  Responsible Conduct of Research (RCR) 100-level training in CITI (staff – course ID: 199263)[ ]  Annual HIPAA Privacy and Security Training module in LMS[ ]  New Workforce Member Policy Acknowledgement in LMS |
|[ ]  Clinical Research Participation Agreement:[ ]  Duke External Intern Clinical Research Participation Agreement *(External Students Only)*[ ]  Duke Intern Clinical Research Participation Agreement *(Duke Students Only)* |
|[ ]  CRU Director approval |
|[ ]  PI statement of role on study |
|[ ]  Documentation of a clean criminal background check*Note: Submission of the emailed notification from the HR Background Check Center or originating site that the background check was completed and passed is adequate. Do not submit the background check report.* |
|[ ]  Submit signed research participation agreement and CRU approval to DOCR [via REDCap](https://redcap.duke.edu/redcap/surveys/?s=NYCXN8YWRY).  |
|[ ]  Submit protocol amendment to request intern addition to outside personnel.*Note: For submission to IRB, documents for each intern must be scanned and saved into a single pdf for upload (one pdf per individual). File name must include the individual’s name.* |