



Monday Morning Practice Pearls #7

Why do I get so many different emails about required training and how do I keep up with them?

As a research nurse, you receive various emails about required training from many sources based on who is responsible for ensuring that the training occurs. Emails may come from HHS, NIH, NCI, CC, or the CCR. Some training is set up to automatically generate an email reminder (usually HHS and NIH level such as computer security), but with other required training, it is the responsibility of the employee to be aware of the requirements. To be honest, training can be a moving target, but the OCD is becoming more proactive assisting the research nurses by providing email reminders of required training that may not have an automated email reminder generated (e.g., CC requirement for patient confidentiality training). Below is a table summarizing the ongoing training requirements for research nurses.

Training Requirements	Frequency	Website	Email Reminder
NIH Information Security and Management Refresher (Information Security, Counterintelligence, Privacy Awareness, Records Management and Emergency Preparedness)	Annual (Spring/Summer)	http://irtsectraining.nih.gov/	Yes
NIH Ethics <i>Note: Not for contractors</i>	Annual (December)	https://ethics.od.nih.gov/training	Yes
NIH Anti-Harassment Training- No FEAR and Prevention of Sexual Harassment (POSH)	Annual (November)	http://lms.learning.hhs.gov	Yes
NIH Implicit Bias Training	Annual (Spring)	http://lms.learning.hhs.gov	Yes
CC Emergency Procedures for the Hospital	Annual	http://lms.learning.hhs.gov	No
CC Fire Safety	Annual	http://lms.learning.hhs.gov	No
CC Universal Precautions and COVID-19 Safety	Annual	http://lms.learning.hhs.gov	No
CC Patient Safety	Annual	http://lms.learning.hhs.gov	No
CC Infection Control	Annual	http://lms.learning.hhs.gov	No
CC Prevention of Tuberculosis in the Workplace	Annual	http://lms.learning.hhs.gov	No
CC Patient Confidentiality & Privacy	Annual	http://lms.learning.hhs.gov	No
CC Diversity Appreciation	Every 3 years	http://lms.learning.hhs.gov	No
CC Service Excellence	Every 3 years	http://lms.learning.hhs.gov	No

Falls Risks Alerts	Every 3 years	http://intranet.cc.nih.gov/od/clinicalquality/index.html	No
NIH CITI Training (Biomedical 101, GCP, etc.)	Every 3 years	https://irbo.nih.gov/confluence/display/ohsrp/Required+CITI+Training	No
Shipping Biological Materials Training	Every 2-3 years (national or international) only if you ship samples outside of the NIH	https://www.safetytraining.nih.gov	No