



## **Boston University Henry M. Goldman School of Dental Medicine Center for Clinical Research Investigator Checklist**

- ☐ Protocol registration form - on file in CCR (electronically)-includes each investigator's:
  - ☐ Human subjects training (BU)
  - ☐ HIPAA training status
  - ☐ License
  - ☐ Read infection control manual plus required online infection control and safety training
  - ☐ CPR-if collecting clinical data
  - ☐ Salud training-all CCR patient visits must be entered into Salud
  - ☐ Appropriate clinic attire (scrubs, blue gowns, white lab coats)-if collecting data in clinic
- ☐ Protocol abstract
- ☐ Current IRB approval
- ☐ Consent forms, including HIPAA authorization language (in consent form or in separate document)
- ☐ CTSI application form-Carol will fill out and keep a copy

**IF Research project involves access to HIPAA-protected health information from SDM medical records or from subjects without the Authorization of the subject, you must provide an appropriate IRB approval.**

**IF Research projects that involve use of or potential exposures to what are defined as 'hazardous materials' (including various biologic materials such as saliva, GCF, plaque, blood, etc.)**

- ☐ IBC training
- ☐ IBC approval
- ☐ ROHC compliance
- ☐ <http://www.bu.edu/orcccommittees/ibc/training/> and <http://www.bu.edu/rohp/services/training-materials/>

**Links to get you started:**

**HIPAA training link, along with the instructions:**

- ☐ Go to [www.bu.edu/link](http://www.bu.edu/link)
- ☐ Click on "Document ESignature"
- ☐ Log in using your BU login name and Kerberos Password
- ☐ Click on "HIPAA Security and Privacy Training"
- ☐ Follow the posted directions

As you complete the training program be certain to complete "Step 4" where you click on "I certify" and re-enter your BU login name and Kerberos Password. This step ensures that your name will be electronically posted on the list of people who have completed the training. Shortly after finishing this last step you will be sent an email confirming that the system recognizes that you have completed the training. Please print the confirmation message and retain it for your records because errors in computer systems occasionally happen and your printed confirmation is your insurance policy.

**IMPORTANT –**

At the conclusion of the presentation return to the registration page by pressing the X box in the upper right hand corner of the final screen. In the last line on that page click on here to electronically certify that you have completed the training module. Although OCS will receive notification that you have completed the training and the date, please print a copy of the “Thank You” message for your own records.

**Infection control link, along with the instructions:**

- 1A. From a school computer, go to <http://gsdm.bumc.bu.edu/portal>
- 1B. From a home-based computer, go to <http://work2.bumc.bu.edu> to access the VPN client  
Next, go to <http://gsdm.bumc.bu.edu/portal>

On the next screen click on enter to access the “Web Login” page  
enter your B.U. Login Name and your Kerberos Password, then click on the login button  
on the next page place the pointer on the training tab and then click on the OSHA-Infection Control button appearing on the pull-down menu

You must select from four choices on the next page:

Clinical Personnel in PPT (Power Point) format

Clinical Personnel in PDF format

Non-Clinical Personnel in PPT (Power Point) format

Non-Clinical Personnel in PDF format

Select the appropriate choice for you and click on it

The system will open a slide presentation. You should take the time to review each slide carefully.

**REMEMBER** – this information is for the safety of your patients and colleagues and for **your own** personal safety.