

**VA NORTHEAST OHIO HEALTHCARE SYSTEM
Louis Stokes Cleveland DVAMC
Medical Research Service
Subcommittee on Research Safety Policy**

Effective Date: FEBRUARY 9, 2022

SOP Title: NEW EMPLOYEE TRAINING POLICY

SOP Number: SRS--011

SOP Version: .09

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1. **PURPOSE:** Principal Investigators must provide a New Employee Information Sheet to the Program Assistant/Research for each new employee. The Program Assistant will then forward the New Employee Information Sheet to the Research Safety Coordinator (RSC). The RSC will review this form to determine the safety-related training that each new employee must complete. Their name will be placed into the Medical Research Service training and tracking system by the Program Assistant/Research. The employee will be monitored for compliance.

2. **POLICY:** To determine the required training for each new employee. This training will help to prevent potential work-related injuries and/or exposures to hazardous materials.

3. **DEFINITIONS:**
 - a. New employee – VA and non-VA paid employees (Without Compensation - WOC)
 - b. WOC – Without Compensation, i.e., paid by a different institution other than the VA or working as a volunteer.
 - c. RSC – Research Safety Coordinator.

4. **RESPONSIBILITIES:**
 - a. Principal Investigator/Laboratory Supervisor:
 - (1) Releases new employees from their duties to attend and/or complete on-line required safety training.
 - (a) For new VA Research employees, non-VA Research Employees (WOC), and VA employees who work on VA-associated Research Studies *that involve hazardous materials*, Medical Research Safety Training is required and must be completed annually thereafter.
 - (b) Contacts the RSC if a new employee will need Department of Transportation (DOT) Training, Enhanced BSL-2+ Training, Personal Air Purifying Respirator (PAPR) Training, Radiation Safety Training, and/or Laser Safety Training.
 - (c) Upon an employee’s initial assignment, the investigator (or designated laboratory supervisor) will provide training until the employee is proficient in applicable laboratory procedures to ensure safety measures are properly adhered to. This involves all hazards that they will face when performing their duties and how to best minimize those hazards. These hazards and the required personal protective equipment are listed on a Qualitative Industrial Hygiene Risk Assessment Worksheet, which is specific for each laboratory.

Employees performing duties cited on Qualitative Industrial Hygiene Risk Assessments are required to review the assessment and sign/date that they understand the risks that have been documented.

b. Employee:

- (1) Attends the New Employee Safety Orientation as directed by the RSC and their supervisor. If an in-person training is not practical, i.e., pandemic – social distancing, etc., in lieu of an in-person orientation, new employees are required to complete an on-line course in Research Safety. When the RSC has received the completed Medical Research Safety Training, additional materials handed-out at an in-person orientation will be sent via e-mail. These materials include: Medical Center Policy 005-024, Employee Responsibility & Conduct, Medical Center Policy 138-001, Space Key Control, and a Medical Research Administrative Reference Sheet.
- (2) Reviews Qualitative Industrial Hygiene Risk Assessment Worksheets specific to the job(s) that they are performing and sign/date that they understand the risks that have been documented and the required personal protective equipment that is to be utilized.

c. RSC:

(1) Reviews the New Employee Information Sheet (provided by the Program Assistant/Research) and determines training requirements, i.e., New Employee Safety Orientation or an on-line course in Research Safety and Formaldehyde Safety Training, if checked by the Principal Investigator.

(3) Notifies the employee of their training requirements. This includes New Employee Safety Orientation or an on-line course in Research Safety, and the following training, if applicable: Formaldehyde Safety Training, Department of Transportation (DOT) Training, Enhanced BSL-2+ Training, Personal Air Purifying Respirator (PAPR) Training, Radiation Safety Training, and/or Laser Safety Training.

(4) Notifies Radiation Safety Officer if employee will be working with or in a laboratory that houses Radioactive Material.

(5) Notifies the Subcommittee on Research Safety and Security (SRSS) regarding the number of employees who have completed safety-related trainings over the past month.

(6) Ensures training is completed and maintains records.

(7) Ensures that Qualitative Industrial Hygiene Risk Assessment Worksheets, specific to each lab, are housed in a MAXCOM Safety Binder assigned to each lab.

5. REFERENCES: None

6. RESCISSION: The date of rescission date for this policy is February 10, 2027.

7. FOLLOW-UP: RSC

MEDICAL RESEARCH SERVICE NEW EMPLOYEE INFORMATION SHEET
To be completed by employee's supervisor PRIOR to employee starting work.

EMPLOYEE NAME _____ U.S. CITIZEN: NO YES GENDER: M F

Degree: _____ University/Program Attended: _____ Completion Date: _____

PAY SOURCE (if not VA Research, please provide a CV):

CURRENT VA MEDICAL CENTER EMPLOYEE

PERMANENT/TEMPORARY

RESIDENT

FELLOW

MEDICAL STUDENT

VA RESEARCH

HOURS: FULL-TIME; PART-TIME: _____ HRS/WK; INTERMITTENT: _____ HRS/WK; SUMMER/TEMP

WOC

IPA

VOLUNTEER (minor)

OTHER (specify): _____

LENGTH OF APPOINTMENT: 3 YEARS 1 YEAR SUMMER/TEMP. LESS THAN 6 MONTHS

START DATE: _____ Job Title: _____

ROOM NUMBER WHERE EMPLOYEE CAN BE FOUND MOST FREQUENTLY: _____

WORK ADDRESS (If off-site) _____

DOES EMPLOYEE REQUIRE PROXY CARD ACCESS TO RESTRICTED AREAS? NO YES

WHICH AREAS? _____

WORK NUMBER WHERE EMPLOYEE CAN BE REACHED MOST FREQUENTLY: _____

Does the employee need to have a VA computer network account? Vista CPRS Network Outlook

Provide an e-mail address to which we can send information _____

Will the employee: (please check ALL that apply)

1. Supervise others NO YES

2. Work with chemicals? NO YES

3. Work with/in a lab that houses radioactive materials? NO YES

4. Work with controlled substances (narcotics)? NO YES

5. Work with any biohazardous agents? NO YES

6. Work with formaldehyde or formaldehyde-based chemicals? NO YES

7. Work with animals? NO YES: SPECIES _____

Perform chronic or survival surgery NO YES Perform acute surgery NO YES

Has the employee had hands on experience with this species NO YES

8. Have direct contact with research subjects and/or patients? NO YES

9. Have contact with identifiable data (CPRS) or samples (i.e. blood, tissue) obtained from research subjects or patients? NO YES

Print Investigator/Supervisor

Signature Investigator/Supervisor

Date

Return to: Christina.raymond2@va.gov, RESEARCH 151(W), room K-115, fax (216) 229-8509, tel (216) 791-3800 extension 4660

