

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

Effective Date: SEPTEMBER 11, 2019

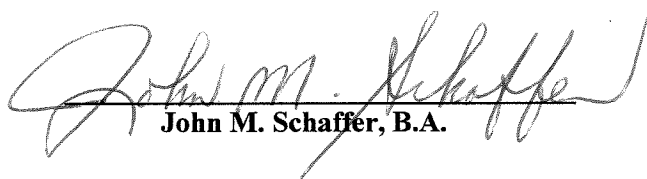
SOP Title: NEW EMPLOYEE TRAINING POLICY

SOP Number: SRS--011

SOP Version: .08

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9/12/19  
Date

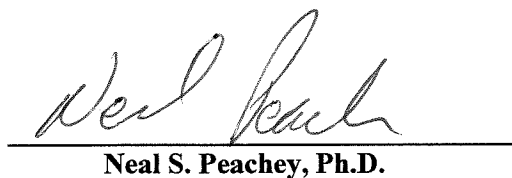
**Subcommittee on Research Safety Chair:**

  
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Date

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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) /Chemical Hygiene Officer (CHO). The RSC/CHO will review this form to determine the safety-related training that each new employee must complete.

2. **POLICY:** Supervisors will inform the RSC/CHO when a new employee enters the laboratory. The RSC/CHO will determine the safety training requirements for each employee. His/her 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.

3. **DEFINITIONS:**

a. New employee – VA and non-VA paid employees (WOC) who have not attended the New Employee Research Service Safety Orientation.

b. WOC – Without Compensation, i.e. paid by a different institution other than the VA or on a volunteer basis.

4. **RESPONSIBILITIES:**

a. Supervisor:

(1) Releases new employee from his/her duties to attend (or complete on-line) required training. Supervisors also provide a lab-specific orientation and training.

For VA and non-VA employees (Without Compensation, i.e. WOC), this includes all Environment of Care training (Talent Management System, i.e. TMS) and a New Employee Research Safety Orientation presented by the Research Safety Coordinator (RSC). The following mandatory training is applicable according to job duties:

- \*Formaldehyde Safety Training (coordinated by the RSC);
- \*Radiation Safety Training (coordinated by the RSC in cooperation with the Radiation Safety Officer);
- \*Animal Care/Handling Training; Animal Research Facility Tour (conducted by Animal Research Facility Staff);
- \*Institutional Animal Care and Use Committee (IACUC) on-line training (CITI Program);
- \*Human Subjects Protection on-line training (CITI Program);
- \*VA Privacy Policy (HIPAA) and VA Cyber Security on-line training (TMS);
- \*Department of Transportation On-line Training for the shipping of infectious substances, diagnostic specimens, and/or any packages to be shipped on dry ice (coordinated by the RSC).

(2) Provides supervisor training to the employee as required in the Supervisor-Employee Training policy SRS-10.

b. Employee:

(1) Attends the New Employee Safety Orientation as directed by the RSC/CHO and his/her supervisor. New employees are also responsible for reviewing all SRS safety policies (<https://www.clevelandvaresearch.org/>).

c. RSC/CHO:

(1) Reviews the New Employee Information Sheet (provided by the Program Assistant/Research) and determines training requirements.

(3) Notifies the employee of his/her training requirements and the current training schedules.

(4) Notifies Radiation Safety Officer of employees requiring training.

(5) Notifies the Subcommittee on Research Safety of employees who have attended the New Employee Safety Orientation.

(6) Ensures training is completed and maintains records of it.

5. REFERENCES: None

6. RESCISSION: New Employee Training Policy dated February 15, 1992. The date of rescission date for this policy is September 14, 2022.

7. FOLLOW-UP: RSC/CHO