

MI&I New Employee Training Checklist

EMPLOYEE INFORMATION	
Name:	Start Date:
Position:	Lab (PI):

INITIATE ONBOARDING	Date
PI/Lab Managers must complete New Personnel Form & submit to Lisa Margeson, Lisa.Margeson@osumc.edu – this initiates the onboarding process for all personnel https://medicine.osu.edu/departments/mii/employee-resources .	

7 th FLOOR FACILITY TOUR AND DEPARTMENT TRAINING Provided by Lab Manager/PI/Designee		Trainees Initials	Trainers Initials	Date (M/D/YY)
Non-Lab Areas:	Restrooms, Break Rooms, Mail Room, Printer/Copier, Office Supplies, Lab Notebooks			
Safety Equipment:	Fire Alarms, Extinguishers, Exits, Eyewashes, Safety Showers, Spill Kit, First Aid Kit, Fume Hood/BSCs, PPE			
Shared Spaces and Equipment:	Equipment Sign-ups, Housekeeping, Core Responsibilities, Shared Chemicals/Supplies, CHP/ECP, Ice Machines/Autoclaves/Dishwashers			
Waste:	Review EHS Waste disposal signs posted under the safety shower in each lab area			
Annual MI&I Training:	Review of current year MI&I Annual Training CHP/ECP Slides			

MI&I STANDARD OPERATING PROCEDURES (SOPs), CHP, ECP Read MI&I documents in binders on shelf in 760X hallway	Initials	Date (M/D/YYYY)
7% Fyrite		
Carbon Dioxide (Dry Ice)		
Centrifugation		
Clorox Bleach		
Compressed Gases		
Gel Electrophoresis		
Liquid Nitrogen		
UV Radiation		
MI&I Chemical Hygiene Plan		
OSU and Lab Specific Exposure Control Plans		

COMPLIANCE TRAINING Required by OSU Office of Research Compliance and Office of Responsible Research Practices	Initials	Date (M/D/YYYY)
Responsible Conduct of Research http://orc.osu.edu/regulations-policies/rcr/	Attach Certificate	
OSU Financial Conflict of Interest Screening/Disclosure (eCOI) http://orc.osu.edu/regulations-policies/coi/eкои/		
Online Risk Assessment Tool (ORAT) https://orrrp.osu.edu/iacuc/occhealth		

Name: _____

COMPUTER BASED LEARNING (CBLs) & SAFETY TRAINING Required by OSU Wexner Medical Center & OSU Environmental Health & Safety (EHS) Log in to BuckeyeLearn	
Compliance: Your Responsibilities	CBL requirements change each fiscal year – starting July 1 st >> Complete all Active Courses that have Due Dates >> Print and attach BuckeyeLearn PDF Transcript listing all completed courses (individual certificates not required)
Cultural Competency for Staff AND Providers	
HIPAA and Institutional Data Compliance	
Management of Patients at Elevated Risk of Suicide	
Partnership to Prevention	
Patient Safety	
Safety and Emergency Preparedness	
Your Role in Workplace Safety and Security	
Biological Safety Training for BSL-2	
Bloodborne Pathogens	
Building Emergency Action Plan (BEAP)	
Laboratory Standard	

ANIMAL USE TRAINING (OPTIONAL) Required by OSU ORRP to be Listed on an Animal Use Protocol http://orrrp.osu.edu/iacuc/study-team-requirements/		Initials	Date (M/D/YYYY)
Register in the e-protocol system			
Working With the IACUC (CITI)	Print and attach completion certificate		
OSU Financial Conflict of Interest Screening/Disclosure			
Your Experience and Training Narrative			
Facility Introduction and Rodent Overview (required for ULAR Facility Access)			

HUMAN SUBJECTS TRAINING (OPTIONAL) Required by OSU ORRP for Research Involving Human Subjects http://orrrp.osu.edu/irb/training-requirements/	
Human Subjects Protection – HSP (CITI)	Print and attach completion certificate(s)
Good Clinical Practice – GCP (CITI, if applicable)	
US Export Control Regulation Course (CITI, if applicable)	

