

W.J. HENDERSON CENTRE FOR PATIENT ORIENTED RESEARCH

Required Knowledge Requirements: Place check mark (✓) in the appropriate box

Emergency, Occupational Health and Fire Safety	Yes	Date taken (dd/mmm/yyyy)
Accidental occupational exposure and reporting workplace incidents.		
Acquiring hospital ID badges, research hospital appointments, and computer access.		
Booking rooms in the WJHCPOR.		
Calling codes.		
Cleaning furniture and research equipment.		
Disposal of biohazardous and sharps waste.		
Emergency eyewash safety + hands on training for wall unit.		
Emergency procedures + hands on training (i.e. fire exits, evacuation, fire drills, location of pull stations, and locations and types of fire extinguishers within WJHCPOR).		
General lab safety rules and practices.		
Human blood, tissue and other body fluid.		
Immunization and surveillance.		
Inpatient transport for research to WJHCPOR.		
Personal protective equipment.		
Routine precautions.		
Spill control procedures.		
Visitors, service representatives and contractors safety + visitor pass.		
Working alone safely + hands on training.		

Learning Management System (LMS) Training	Yes	Date taken (dd/mmm/yyyy)
LMS Annual Emergency Codes Review Part 1-Code Red, Green & Orange.		
LMS Annual Emergency Codes Review Part 2-Code Black, Brown & Grey.		
LMS Annual Emergency Codes Review Part 3- Code Yellow, Amber & 11.		
LMS Annual Emergency Codes Review Part 4-Code 99, Blue, Pink, White, Purple & Silver.		
LMS Workplace Violence and Harassment.		
LMS Needles and Sharps - Safe Practices for the Prevention of Injury.		
LMS Safe Patient Handling-Musculoskeletal Injury (MSI) Prevention Training for Clinical Staff or Musculoskeletal Injury (MSI) Prevention Training for Non-Clinical Staff		
LMS Annual Privacy Review.		

Clinical Research Equipment Training	Yes	Date taken (dd/mmm/yyyy)
Otoscopes and ophthalmoscopes + hands on training.		
Pneumatic tube system + hands on training.		
Spot monitors + hands on training.		
Weight and height scales + hands on training.		

Certifications	Yes	Date taken (dd/mmm/yyyy)
CITI GCP Training.		
CITI Health Canada Division 5 Training.		
Review Queen's Human Tissue, Blood or Other Body Fluid (SOP-Biosafety-08).		
Queen's Human Blood, Tissues and Bodily Fluids Quiz.		

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Optional Knowledge Requirements: Place check mark (✓) in the appropriate box

Laboratory Research Equipment Training ***OPTIONAL (REQUIRED if using the Research Centrifuge Room and Research Freezer Room)	Yes	N/A	Date taken (dd/mmm/yyyy)
Biological safety cabinet + hands on training.			
Centrifuge safety + hands on training.			
Emergency eye wash station in Research Centrifuge Room + hands on training for sink unit.			
Pipette + hands on training.			
Refrigerator and freezer use, maintenance and monitoring + hands on training.			
Transportation of dangerous goods.			

Certifications ***OPTIONAL (REQUIRED if using the Research Centrifuge Room and Research Freezer Room)	Yes	N/A	Date taken (dd/mmm/yyyy)
CITI TDG/IATA or Queen's TDG/IATA.			
Review of Queen's Biohazard Manual.			
Biosafety Level 2 Quiz.			

Drug Research Equipment Training ***OPTIONAL (REQUIRED if using the Clinical Investigation Unit)	Yes	N/A	Date taken (dd/mmm/yyyy)
Cardiac monitors + hands on training.			
Infusion pumps + LMS (CareFusion) + hands on training.			

The user has completed all requirements to use the WJHCPOR for their research activities.

Name (print) of WJHCPOR User:	
Signature of WJHCPOR User:	
Date:	
Name (print) of Trainer:	
Signature of Trainer:	
Date:	