

CLINICAL RESEARCH REFERENCE GUIDE

Additional Training, Resources & Contacts

Emory University Training:

All training dates and times can be found on the ORA Google Calendar at www.ora.emory.edu.

EU Training	EU/ORA Unit	Brief Description	Contact Information/Number
CITI Training	IRB	<u>Required</u> prior to submitting an IRB application. All key personnel must complete this training.	404-712-0720, IRB@emory.edu
CPR Training	OCR	<u>Required</u> in order to complete an Emory Healthcare Credentialing packet.	404-778-4960, OCR@emory.edu
e-COI Training	COI	<u>Required</u> for financial conflict of interest submission.	404-712-0046 COI-Office@listserv.cc.emory.edu
e-IRB Training	IRB	Training is highly recommended if you will be submitting IRB applications.	404-72-0720 IRB@emory.edu
EPEX Training	OSP	Training is highly recommended if you will be submitting a grant proposal.	404-727-2503 OSP@emory.edu
ERMS Software Training	OCR	<u>Required</u> if you will consent subjects and submit grant billing forms to Emory Healthcare.	404-778-4960, OCR@emory.edu
HIPAA's (Privacy, Security, and HIPAA & Research)	OC	<u>Required</u> to ensure compliance within clinical research and to protect the rights of human subjects.	404-727-2398 Trust Line: 1-888-550-8850
Introduction to Clinical Research at Emory for Coordinators & Nurses Course	OCR	<u>Required</u> for your job orientation as a coordinator, nurse, or supporting role.	404-778-4960, OCR@emory.edu
Radiation Safety Awareness for Research Personnel	EHSO	<u>Required</u> if you are a laboratory worker who receives, possesses, uses, or transfers sources of radiation, have hands-on use of radioactive materials, or frequently enter restricted areas.	404-727-5922
RCR Training	OC	Training highly recommended for responsibly managing the conduct of research.	404-727-2398 Trust Line: 1-888-550-8850
Shipping of Biological and Infectious Material Training	EHSO	<u>Required</u> if you ship infectious agents, biological materials, and/or dry ice.	404-727-5922

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Emory University Resources:

EU Resources	EU Department	Brief Description	Contact Information/Number
ClinicalTrials.Gov	OCR	OCR is the PRS administrator for Emory University and will issue you a username and password for the system.	Homepage: http://www.clinicaltrials.gov/ OCR PRS Administrator: 404-778-4960, OCR@emory.edu
ELMS	EU HR	The Emory Learning Management System is to register for, complete and/or track courses.	Homepage: http://www.emory.edu/elms-training/index.html Login: https://elmprod.emory.edu
EML	Medical Lab	The Emory Medical Lab provides laboratory and clinical testing for all Emory sites.	Homepage: http://www.emoryhealthcare.org/medical-lab-services/index.html EML Accreditation and Licenses: http://www.emoryhealthcare.org/medical-lab-services/accreditation-licensure.html
Recruitment & Advertising	Communication and Marketing	The Emory Marketing and Communication Department provides Emory staff on rates and discounts for marketing and advertisement of recruitment materials.	Homepage: http://communications.emory.edu/
Record Retention	Record & Information Management	The Emory Record & Information Management departments provides information on retaining and destroying records	Homepage: http://records.emory.edu/content/contact-information Referred management services: Adam's Data Management/Access Information Protected: http://www.adamsdatamanagement.com/ Iron Mountain Data Storage: http://www.ironmountain.com/

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Emory Healthcare Training:

All training dates and times can be found on the Emory Healthcare Applications & Support Center Homepage at <http://www.ourehc.org/supportcenter/index.html>.

Note: To gain access to the links below, you must log into Emory Healthcare's Virtual Desktop and place it in the Internet Explorer URL page.

EHC Training	EHC Department	Brief Description	Contact Information/Number
DSS Training	Data Warehouse Web	Highly recommended to run reports on business aspects such as patient visits, patient billing & collection, etc.	http://www.ourehc.org/applications/Business/data-warehouse/index.html
EeMR Training	Medical Records	<u>Required</u> to access and gain understanding and EHC medical record system, PowerChart. Your access coordinator in your department will assist you with access.	http://www.ourehc.org/clinical-resources/app-support/applications.html
Global Patient Registration (GPR) Training	Patient Registration	<u>Required</u> for registering patients.	http://www.ourehc.org/departments/tec-administration/patient-financial-services/Putting%20it%20All%20Together%20Manual%20032012%20I.pdf
Healthcare Learning Center (HLC)	Learning Initiatives	<u>Required</u> for annual regulatory training with Emory Healthcare.	http://www.ourehc.org/departments/human-resources/organizational-development/learning-management-system-services-hlc/

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EHC Resources	EHC Department	Brief Description	Contact Information/Number
EeMR/Powerchart Access or any EHC computer system	Your Department	An access coordinator provides employee's access to Emory Healthcare computer systems and applications.	List of Access Coordinators by Department: http://www.ourehc.org/departments/is/Security/aclist.html
EHC Credentialing Packet	EHC Credentialing Office	To help meet patient safety needs and assist in attaining regulatory compliance requirements, EHC requires credentialing of Emory University non-MD clinical research staff that have direct patient/study participant contact.	Contact: Myra Kitchens, BSN, RN Employee Credentialing Office Emory University Hospital, Room F-213 Phone: 404-712-0510, Fax: 404-712-4976, Pager: 404-686-5500 # 15869
EHC and EU Online Directory	IT	Emory Online Campus Directory supports searching for names, numbers and email addresses.	Login: http://directory.service.emory.edu/
EHC and EU IT Support	IT	Emory IT helps with network IDs, resetting passwords, and other technical support	Contact: http://it.emory.edu/index.html HelpDesk: 404-727-7777
EHC Virtual Desktop	IT	Emory VDT provides secure access to many of the applications and data available to you on the Emory Healthcare network via your web browser.	Login: http://mydesktop.eushc.org/Citrix/XenAppInternal/auth/login.aspx