

**FAU Schmidt College of Medicine
Student/Volunteer Access and Training Form**

To be completed by Faculty.

This form serves to document what access and training is required prior to any student or volunteer participating in activity within a research laboratory, or clinic. Please submit this completed form and all training certificates to Melanie Weiss at mweiss@health.fau.edu, 561-297-4557.

Faculty Name: _____
Project Title / Grant #: _____
Student or Volunteer Name: _____
Student / Volunteer Email Address and Z Number: _____

Med Student	PhD Student	MS Student	Post-doc
DIS Graduate	# of credits:		
DIS Undergraduate	# of credits:	Minor? Yes No	Dual Enrolled? Yes No
DIR Graduate	# of credits:		
Select One:	PCB6915 (regular grading)	OR	PCB6916 (satisfactory / unsatisfactory grading)
DIR Undergraduate	# of credits:	Minor? Yes No	Dual Enrolled? Yes No
Select One:	PCB4915 (regular grading)	OR	PCB4916 (satisfactory / unsatisfactory grading)
FAU Volunteer		Minor? Yes No	Dual Enrolled? Yes No
Non-FAU Volunteer		Minor? Yes No	Dual Enrolled? Yes No

Volunteer Information: All volunteers will undergo a background check.

Non-Minors: For both FAU and Non-FAU Volunteers, complete two forms below:
<http://www.fau.edu/leadandserve/pdf/volunteer-risk-waiver.pdf>
<http://www.fau.edu/leadandserve/pdf/volunteer-registration.pdf>

Minors: Volunteers under the age 18, please contact Melanie Weiss to receive the required paperwork.

Section 1: Regulatory and Compliance

Provide a description of the responsibilities of the student/volunteer. Be specific in describing the planned activities (e.g. what kind of cells they will work with, types of experiments, equipment). Forms without enough detail will be sent back for further clarification.

Will the student be participating in any activity involving the following? Answer each item yes or no.

**There are certain experiments exempt from NIH guidelines but these low risk projects must still be registered with IBC for tracking of rDNA protocols on campus.

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------------------------------|
| 1. Recombinant DNA / Biological toxins / Human pathogens (human cells, cell lines) / Viruses / Infectious Agents / Formation of transgenic animals / Generation of rDNA or synthetic nucleic acid molecules | Yes | No | If yes, IBC approval #: _____ |
| 2. Bloods / Other bodily fluids | Yes | No | |
| 3. Radioactive Isotopes | Yes | No | |
| 4. Human Subjects | Yes | No | If yes, IRB approval #: _____ |
| 5. Animal use | Yes | No | If yes, IACUC approval #: _____ |

Visit <http://www.fau.edu/research/research-integrity/index.php> for guidance for human subjects research, animal research and research involving recombinant DNA technology, infectious agents, select agents and biological toxins. **It is the Faculty's responsibility to process amendments, adding students/volunteers to IRB/IBC/IACUC protocols prior to the start of activity.

Section 2: Training

- **2A**-All students must complete these trainings, regardless of specific activities. Save copies of training certificates.

CITI Responsible Conduct of Research (RCR) Training

To access the course, follow these steps:

- Go to www.citiprogram.org
- As a new user, you will need to click Register Here to register for the training course.
- Select "Florida Atlantic University" from the Participating Institutions and click submit.
- Create a unique username and password and click "submit".
- Enter your personal information (first name, last name, e-mail) and click submit.
- Continue entering additional information (gender, degree, etc.) and click submit.
- Choose RCR module to complete.
- Update institution affiliation and email address if you had a CITI account before joining FAU.

- **2B**-All students in COM laboratories must complete these trainings before access will be granted. Visit <http://www.fau.edu/ehs/training/> to complete and save copies of all certificates. If you cannot access the trainings, please request assignment by submitting an OIT ticket using the link found here <http://www.fau.edu/ehs/training/>.

- **HIPAA Privacy Essentials** -initial only
- **HIPAA Security Rule for Covered Entities** -initial only
- **Biosafety Hazardous Waste Handling & Disposal** -annually
- **Bloodborne Pathogens** -annually
- **Fire Safety & Prevention** -annually
- **Hazard Communication** -initial only
- **Hazardous Material Handling & Storage** -initial only
- **Hazardous Waste Generator** -initial only
- **Laboratory Safety** -annually
- **Portable Fire Extinguisher** -annually

- **2C**-Additional trainings depending on type of research activity indicated in Section 1.

- **CITI Initial Biosafety Training**-required if #1 above in Section 1 is checked Yes. Training good for 3 years. Go to www.citiprogram.org under FAU, click Add a Course, select Biosafety/Biosecurity, select Initial Biosafety Training.
- **Radiation Safety**-required if #3 above in Section 1 is checked Yes, can access at <http://www.fau.edu/ehs/training/>.
- **Human Subjects**- complete requirements as guided by faculty mentor and Research Integrity Office
- **Animals**- complete requirements as guided by faculty mentor and Research Integrity Office

Section 3: Academic Management Plan

Predicted Start Date: _____ Predicted End Date: _____
 Student's DIS / DIR / Thesis Project Title: _____
 # of credit hours: _____ Direct Supervisor: _____
 If there is a secondary supervisor involved, please list name: _____
 Will this person be under constant supervision? Yes No

****If the student has previously completed DIS/DIR with the same faculty mentor and they are signing up for another semester with no change in project scope, a new form is not required. Please email the Graduate Office at bstatler@health.fau.edu.**

Office Use Only

1. HIPAA- Date completed: _____
2. CITI RCR- Date completed: _____
3. Biosafety Hazardous Waste Handling & Disposal- Date completed: _____
4. Bloodborne Pathogens- Date completed: _____
5. Portable Fire Extinguisher-Date completed: _____
6. Fire Safety & Prevention-Date completed: _____
7. Hazard Communication- Date completed: _____
8. Hazardous Material Handling & Storage-Date completed: _____
9. Hazardous Waste Generator-Date completed: _____
10. Laboratory Safety- Date completed: _____
11. CITI Initial Biosafety- Date completed: _____
12. Other: _____ Date completed: _____

Section 4: Access

FAU Volunteers & Non-FAU volunteers are only permitted 8am-5pm weekday access. MD, PhD, Master Thesis, DIS and DIR Undergraduate and Graduate are permitted 24/7 access.

Select One:

Weekdays 8am-5pm access ____ 24 hour / 7 days a week access ____

Access (Select all that apply):

Building Entrance ____ Common Labs ____ Faculty Lab ____ Gross Anatomy Lab ____
 Grad stud lounge ____ Other _____

Approvals:

Faculty Signature and Date: _____
 Student / Volunteer Signature and Date: _____
 Associate Dean of Graduate Programs Signature and Date: _____