



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **August 6, 2004 replaces POL-20**

Title: **Professional Development**

Version Date: **January 1, 2023**

SOP Number: **AD08**

PURPOSE: This standard operating procedure (SOP) is to describe that the Clinical Research Center (CRC) management, in concert with Nebraska Medical (NM) and University of Nebraska Medical Center (UNMC), is committed to continued professional development of employees.

SCOPE: This SOP applies to all CRC staff involved in continued professional development through ongoing educational opportunities.

PROCEDURES:

1. Undergraduate/Graduate Classes

- Employee work schedules are arranged by their supervisor in order to meet CRC business and research commitments.
- Requests for flexible scheduling to accommodate classes are considered on a case-by-case basis.
- Requests for flexible scheduling must be approved by the employee's supervisor prior to class registration for each semester.

2. Certification

CRC Staff are encouraged to pursue professional certification in research related areas and/or in nursing.

- Attaining and maintaining certification is noted as an "above standard" performance item in annual evaluation.
- CRC Staff is responsible for meeting requirements for preparation, preparation fees, and maintaining continuing education for the certification.
- Certification through the Association of Clinical Research Professionals (ACRP) or Society of Clinical Research Associates (SOCRA) is supported for research coordinators who have a minimum of two years of service at the CRC. The fee for certification exams taken during employment in the CRC is reimbursed with documentation of a passing score. Travel costs to and from the certification exam are not reimbursed.
- Requests for support to attend professional conferences/continuing education to maintain certification are considered on a case-by-case basis.

3. Continuing Education

Educational presentations with continuing education credit (CEU) for research or nursing may include institutional, community, and national programs.

- It is the CRC staff member's responsibility to seek out, attend and document the CEU opportunities needed for maintaining licensure/certification.



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- Requests to attend such events on work time are considered on a case-by-case basis. Considerations for granting the request include, but are not limited to program content, length of program, financial and staffing issues.

RESOURCES:

Nebraska Medicine: [HR39 Tuition and Certification Assistance Policy](#)

Association of Clinical Research Professionals: <https://acrpnet.org>

Society of Clinical Research Associates: <https://www.socra.org>

Department Approval

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Date: 1/11/2023

Signed Katie Penas
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Date: 1/15/2023

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Signed [Signature]
Director of Clinical Research Operations

Date: 1/18/2023