



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



Section: **Clinical Research Center**

Date Created: **March 8, 2008 replace POL A-6**

Title: **Staff Competencies**

Version Date: **January 1, 2023**

SOP Number: **CO01**

PURPOSE: The purpose of this standard operating procedure (SOP) is to outline how to identify and prepare for unit specific competency evaluations. These include but are not limited to the areas of nursing, the system policies, and laboratory.

SCOPE: This SOP applies to all Clinical Research Center (CRC) staff involved in clinical research.

PERSONNEL RESPONSIBLE: All research staff involved in clinical research, including – Research Nurse Coordinators, Study Coordinators, Clinical Research Associates, Laboratory Personnel, Administrative Personnel.

PROCEDURES:

The steps for completing the competency process are:

- Education and training, as needed.
- Competency may be written or demonstrated or both.
- Failure to demonstrate competency will require follow-up education and/or training.

Current employees:

- Complete annual competency updates which include but are not limited to Nebraska Medicine’s Nursing competency modules, system wide competency modules, CRC clinical competency modules, and laboratory modules.
- CRC employees will review all SOPs for CRC, at least annually, and when new/updated/changes have been implemented.

RESOURCES:

Nebraska Medicine: HR04 [Competency Assessment](#)

University of Nebraska Medical Center: [#2000 Safety Policy](#)

Department Approval

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