

Clinical Research Intern Onboarding Process: Ensuring You're Set for Success

A STEP-BY-STEP GUIDE TO GET YOU RESEARCH READY

1

Submit Project Interest Form

Complete the online project interest form indicating your interest in a QI/PI project or Research project/internship. This is located on the Thomas Hospitals home page under "Research"



2

Research Team Review

Your interest survey will be reviewed by the research team.



3

Initial Consultation

The research team will reach out regarding your interest survey submission. The research team will work with you to determine if you are working on a QI/PI project or a research project.



4

Facility & Department Onboarding

The research team will initiate the onboarding process at both a facility and department level.



5

CITI Program Training

Log-in or create a CITI account. Be sure to link association to WVU. Complete the 2 required courses for GCP and Human Subject Research. Instructions in welcome packet! Please send your completion certificates to the research office.



6

Complete Intern Safety Form

You will find a copy of the Clinical Research Intern Confidentiality and Access Agreement in your welcome packet. Please complete and return to the research office.



7

Personal Demographics Needed

Please provide the research office with the following needs...

Full Name / DOB / Address / Phone / E-mail / Copy of Driver's License / Copy of your HIPPA Certificate from your school / WVU ID # (If applicable)



8

Workday Access & Modules

Workday is a WVUM/Thomas Hospitals program that houses HR and Education records. You will be entered in our system and assigned a log-in and training modules based on your individual on-site or remote work privileges.



9

WVU Sponsored Account & CTSI Membership

The Research Dept will ensure you have a WVU account/access. If you are not a WVU student, we will submit a request for a sponsored account on your behalf. Once verified, you will complete your CTSI Membership Request at the link below.

<https://wvctsi.org/about-us/request-wvctsi-services/>



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AVD and Y:Drive Access

Using your WVU account, you will request AVD access from WVU IT. [Azure Virtual Desktop \(AVD\) - WVU ITS - Confluence](#) Research will request adding you to the Y:Drive folder for your project. (You may still need to request access through your new CTSI/Piestar account if the folder does not show for you.)



11

EPIC Access

EPIC access for research is separate from that you may already have in the clinic or hospital setting. It will be requested on your behalf by the research team. This will be for EpicCare.



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Exit Interview & Access Removal

An exit interview will be scheduled when your project is complete as the team would love to hear about your experience and if there are any opportunities for our improvement! Your access will now be removed from our electronic health record/systems.

