Clinical Research Coordinators

- Suggested Training for Clinical Research Coordinators
- Course Descriptions and Training Checklist
- Tools and Related Guidance

This educational resource is designed for both new and experienced Clinical Research Coordinators, and other clinical research staff at UCLA who are seeking training resources, including written material, classes and computer based learning modules.

Clinical Research Coordinators (CRCs) are responsible for the organization, coordination, and overall integrity of a research project with humans. Principal and co-investigators provide the overall direction in a clinical study, but CRCs have significant roles in clinical study activities, including **Clinical Trial Study Start-Up.**

Human Research Protection Training

Human Research Protection Training Note: These modules can take several days to complete.

Good Clinical Practice (GCP) Basics

Good Clinical Practice (GCP) Information: The CITI Good Clinical Practice (GCP) Basic Course is an overview of GCP. Some units on campus require this course, but it is optional for the OHRPP. Be sure to check with your departmental GCP training requirements.

CareConnect

CareConnect training for Clinical Coordinators These modules take about 7 hours according to the APEX training staff.

OnCore Training?

- For system security and compliance, training is required for access to OnCore. Registration for online and in-person trainings is available through the CareConnect Training Management System
- To request an account and view training requirements for the different levels of access, view the research recommended training section available from the UCLA CareConnect website
- For training questions, contact crishelp@mednet.ucla.edu or call 310-267-2273.
- Please visit ResearchGo for more information

Data Management Tools

Data Management Tools available online include RedCap, and the Cohort Selection Tool. REDCap is a secure, web-based application for building and managing online surveys and databases.

Last updated: 1 Oct 2025

New Research Coordinator Training Checklist

Principles of Good Clinical Practice (GCP)
Overview of the regulations that guide human subject research and what are those responsibilities.

Study Start Up
Best practice considerations when opening a new study to avoid management problems

Recruitment
Review of FDA and IRB guidance on recruiting subjects for research.

Informed Consent

- Part 1 - Overview of Belmont Report
- Part 2 - Methods for consent compliance when enrolling subjects

Documentation
Discuss paper and electronic copies and the importance of investigator and coordinator documentation effecting audit outcomes

Safety of the Subject – Definitions
Defining the terminology needed for Adverse event documentation

Reporting Adverse Events
Overview of timeliness for reporting and which agencies are involved.

Sponsor Responsiblities
Describes how sponsor monitoring is regulated for quality control and quality assurance of both investigative sites whether industry or sponsor- investigator studies

Preparing for an Inspection
Steps to prepare for and participate in external audits and what comprises audit readiness

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Tools and Guidance

- New Research Coordinator Training Checklist
- Sample CRC SOP
- No-Cost SOCRA Recertification
- Resources for New UCLA Coordinators-Coming Soon
- OHRPP Human Research Protection Training Opportunities
- Association of Clinical Research Professionals
- Society of Clinical Research Associates (SoCra)
- NINDS Glossary of Clinical Research Terms

Good Clinical Practice (GCP) Basics

Good Clinical Practice (GCP) Information The CITI Good Clinical Practice (GCP) Basic Course is an overview of GCP. Some units on campus require this course, but it is optional for the HRPP. Be sure to check with your departmental GCP training requirements.

BruinIRB

BruinIRB is the electronic IRB submission system used to manage the review of research studies.

CareConnect

CareConnect training for Clinical Coordinators These modules take about 5 hours according to the training staff.

Data Management Tools

Data Management Tools available online including RedCap.

We recommend that Coordinators who are new to UCLA visit Resources for New Coordinators for general institutional information.

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