**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Site Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Complete and maintain the documentation of training below. Please note that additional training and documentation of training may be required as updates to the registry are made.*

| **Site User Training***To complete the site user training, staff can complete one of the options listed below. All materials are posted on the Red Ribbon Registry webpage on the HANC site:* [*https://www.hanc.info/resources/training/red-ribbon-registry.html*](https://www.hanc.info/resources/training/red-ribbon-registry.html)1. *Review the recorded training session (Panopto link), OR*
2. *Review the training slides (PowerPoint) and Data Use Agreement (Word).*

***Note:*** *The “Version Date” is the date of the file/link posted on the HANC site. See the Version Date for the Data Use Agreement as an example.* |
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| **Option 1 – Recorded Training***Located:* [*https://www.hanc.info/resources/training/red-ribbon-registry.html*](https://www.hanc.info/resources/training/red-ribbon-registry.html)

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| *Initial* |  | *Date* |  | *Version Date* | *Item* |
|  |  |  |  |  | Recorded Clinical Research Site User Training |

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| **Option 2 – Posted Training Materials***Located:* [*https://www.hanc.info/resources/training/red-ribbon-registry.html*](https://www.hanc.info/resources/training/red-ribbon-registry.html)

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| *Initial* |  | *Date* |  | *Version Date* | *Item* |
|  |  |  |  |  | Clinical Research Site User Training Slides |
|  |  |  |  | 01/19/22 | Data Use Agreement |
|  |  |  |  |  |  |

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*Please read the relevant documents and materials listed above and sign below confirming that you have read, understand, and will comply with the content, direction, and instruction of the materials.*

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| **Name of Staff Member** | **Signature of Staff Member**  | **Date** |