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

*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.*

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name of Staff Member** | **Signature of Staff Member** | **Date** |