

## **Implementing an Orientation and Training Program for New Investigators**

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### **1. Background**

Fred Hutchinson Cancer Center is an NCI-Designated Comprehensive Cancer Center comprised of a tri-institutional consortium. In our matrixed consortium, new faculty investigators are onboarded by multiple people in various departments across the three institutions. Within this framework, a portion of their orientation includes the fulfillment of basic GCP/HSP training, however, knowledge of the central clinical trials office, Clinical Research Support (CRS), resources including staffing and institutional training requirements were lacking.

### **2. Goals**

In September 2021, a clinical research orientation and training program was created to familiarize newly hired faculty investigators with the role of CRS and staffing support, key training, and systems requirements; and to connect them to centralized information resources that support the conduct of oncology clinical research.

### **3. Solutions and Methods**

CRS partnered with the departments and consortium central administrative offices that are involved in the recruitment and onboarding of new faculty including the Medical Staff Office, Faculty Affairs, and the Consortium Office, to raise awareness of our program and to incorporate the CRS training team into their departmental new hire notification processes. An 8-hour online curriculum was created consisting of self-paced eModules and recorded presentations on various topics for study management and oversight such as the Delegation of Authority (DOA) Log, Consenting Non-English Speakers, and Protocol Design. Content was outlined using a comprehensive, self-guided checklist referencing internally developed eModules, required CITI Training courses, protocol templates, policies, and systems training and access. After receiving new hire notifications, the training team oriented new faculty on CRS resources and assigned the curriculum in the center's learning management system for completion within 8 weeks.

### **4. Outcomes:**

One year after launch, 45 faculty members had been oriented with an additional 9 established faculty members seeking additional guidance. The length of the orientation meeting was reduced from 1 hour to 30 minutes and subsequent survey results revealed 77 percent felt the length of the meetings was "about right." Feedback revealed a substantial onboarding burden of new faculty, which impacted nearly half of the faculty members to complete the curriculum within the first 8 weeks. Faculty identified several topics they believed were introduced too soon in their career, such as working with the IRB, site monitors, and the FDA. The resources deemed most useful were related to informed consent and PI responsibility and accountability. The orientation program had established both visibility and support as demonstrated by an increase in referrals from departments across the Consortium.

### **5. Lessons Learned and Future Directions:**

There were requests to streamline what was "overall, a very helpful resource." As clinic providers, faculty's focus at hire is to complete onboarding requirements for multiple affiliations along with learning how clinical care is delivered at the Fred Hutchinson Cancer Center. Considering the

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tremendous training burden on new faculty and time needed for successful clinic integration, we will make the appropriate adjustments to ensure faculty receive the right balance of information over time. We will survey the utility of our orientation program's resources and evaluate training impact through compliance metrics.