

TRAINING SERVICES SUPERVISOR JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES:

The Training Services Supervisor's responsibilities include, but are not limited to, the following:

- Establishes training department procedures and guidelines for new hire orientation and Departmental Operating Procedures (DOP) training.
- Ensures that orientation for new employees is scheduled and conducted according to established training department procedures and guidelines.
- Ensures that PRN, Part-Time and Full-Time staff are trained on relevant DOPs as determined by the training plan designated for their job description.
- Creates and maintains a process for documenting training records on all staff including DOP training, relevant licenses, CVs, job descriptions, etc. Trains staff on the process as required. Ensures that training records are updated daily.
- Maintains historical files for DOPs and ensure that each DOP is reviewed and updated annually by appropriate personnel.
- Works with CCR management staff to create and maintain a comprehensive training and evaluation plan for each DOP.
- Creates and maintains a mentor program. Ensures that mentors are trained according to DOPs and trainees are mentored, evaluated, and retrained as needed.
- Responsible for CCR's health and safety training and documentation. In conjunction with the Safety Officer, must ensure all CCR policies meet any current federal or state regulations or laws. This includes blood borne pathogens, OSHA, disaster planning, etc.
- Creates new DOP's and ensures that training for study-specific procedures is conducted as required.
- Reviews protocols to plan any specific training needs. Attends protocol meetings as needed.
- Responsible for Training Coordinators goals and evaluations.
- Coaches and mentors employees. Addresses performance issues.

EDUCATION AND EXPERIENCE:

Associate or Bachelors Degree, at least 2 years of adult training experience and 2 years of experience in a related health field. 2 years of clinical research experience preferred.

SKILLS AND KNOWLEDGE:

In-depth knowledge of the clinical research process, including Good Clinical Practices, excellent skills in phlebotomy, vital signs, ECGs, and lab sample processing. Curriculum development experience.