

New Hire Information for SoM Clinical Research Staff and PostDocs

This applies if you are a SoM (non-faculty) employee or postdoc who: 1) may be assigned duties with potential for occupational health exposures related to clinical research participants and 2) performs job duties (including Epic access) within SHC, LPCH, and/or other Stanford affiliated research patient care locations. For staff who will participate in any clinical trials/research studies, you are required to complete health screening, safety and compliance training administered by Environmental Health & Safety (EH&S) and Stanford HealthStream.

Step 1: Supervisor is required to complete the EH&S-[Healthcare Workers Exposures Assessment Questionnaire](#).

Step 2: Supervisor will receive immediate confirmation (via email) after the questionnaire has been submitted. Please review carefully and instruct your employee regarding health screening and training requirements. Health screening must be completed within 10 days of hire date, and prior to any contact with research participants.

Step 3: A [Payment Authorization Form](#) (PAF) must be completed/signed off by the dept. Employee is required to bring all documents including PAF (and immunization records, if available) to the initial health screening visit. A completed PAF is required at the initial health screening and annual follow-up visits.

If you have any questions re: steps 1-3, please contact Stanford University Occupational Health Center at 725-5308 and Environmental Health & Safety at 723-0448.

Step 4: Employee will be notified (within 10 business days-via email) by HealthStream, "HS-Alerts" when account has been activated and compliance training assignments are ready.

Note: HealthStream assignments are made based on a completed [EH&S-Healthcare Workers Exposures Assessment Questionnaire](#) and the "Yes" response to "Patient Care".

"Stanford Health Care Compliance Training for SOM Research Employees" and "C-I Care Overview" must be completed within 30 days. Please see [Spectrum website](#) for further information.

Step 5: If employee needs access to Epic for his/her job duties pertaining to clinical research, click below:

[How to Get Access to SHC Epic](#)

[How to Get Access to LPCH Epic](#)

*Note: Epic training is assigned after a HealthStream account has been established for the employee. If there's no HealthStream account for the employee, go back to **Step 1:** Supervisor is required to complete the [EH&S-Healthcare Workers Exposures Assessment Questionnaire](#).*

Step 6: Register for the Spectrum General Orientation and Budget and Billing Training. Check the [Spectrum training calendar](#) for further details.

If you have questions or require additional assistance, please contact hssc-support@lists.stanford.edu.