

## Checklist – Establishment for CRA as Contingent Worker and Granting access.

Coordinators and Clinical Research Associates (CRA) are required to complete their section of the checklist and email to CTSU on [SWSLHD-ClinicalTrialsSupportUnit@health.nsw.gov.au](mailto:SWSLHD-ClinicalTrialsSupportUnit@health.nsw.gov.au) for processing.

**CRA Name:** \_\_\_\_\_ **Date Notified:** \_\_\_\_\_

**Coordinator:** \_\_\_\_\_ **Study Name:** \_\_\_\_\_

**Access Requested:** \_\_\_\_\_

Coordinators to provide to CTSU:
<input type="checkbox"/> CRA contact details
<input type="checkbox"/> Initial date scheduled for monitoring visit: Date: _____
<input type="checkbox"/> Site Specific Authorisation (SSA) Approval
<input type="checkbox"/> Human Research Ethics Committee (HREC) Approval
<input type="checkbox"/> Proxy List*

CRAs to provide to CTSU:
<input type="checkbox"/> Pre-employment Check Form*
<input type="checkbox"/> COVID Vaccination Certificate* <i>(Australian Standards, if you have International COVID vaccination certificate, ensure to register with Australian Immunisation Register (AIR))</i>
<input type="checkbox"/> National Police Certificate <i>(If you do not hold an external NPC, our HR will be able to run all the required checks from the details provided in your pre-employment check form)</i>
<input type="checkbox"/> ID Verification Check <i>(Performed by CTSU ONLY – this will be scheduled virtually)</i>
<b>Once pre-employment check form is lodged and clearance &amp; stafflink ID has been obtained, the following forms will be required to complete as per requirement:*</b>
<input type="checkbox"/> eMR – User Access Request Form
<input type="checkbox"/> Mosaiq User Access Request Form
<input type="checkbox"/> Network User Access Form

\* Not required if only requesting Veeva Site Vault access.