

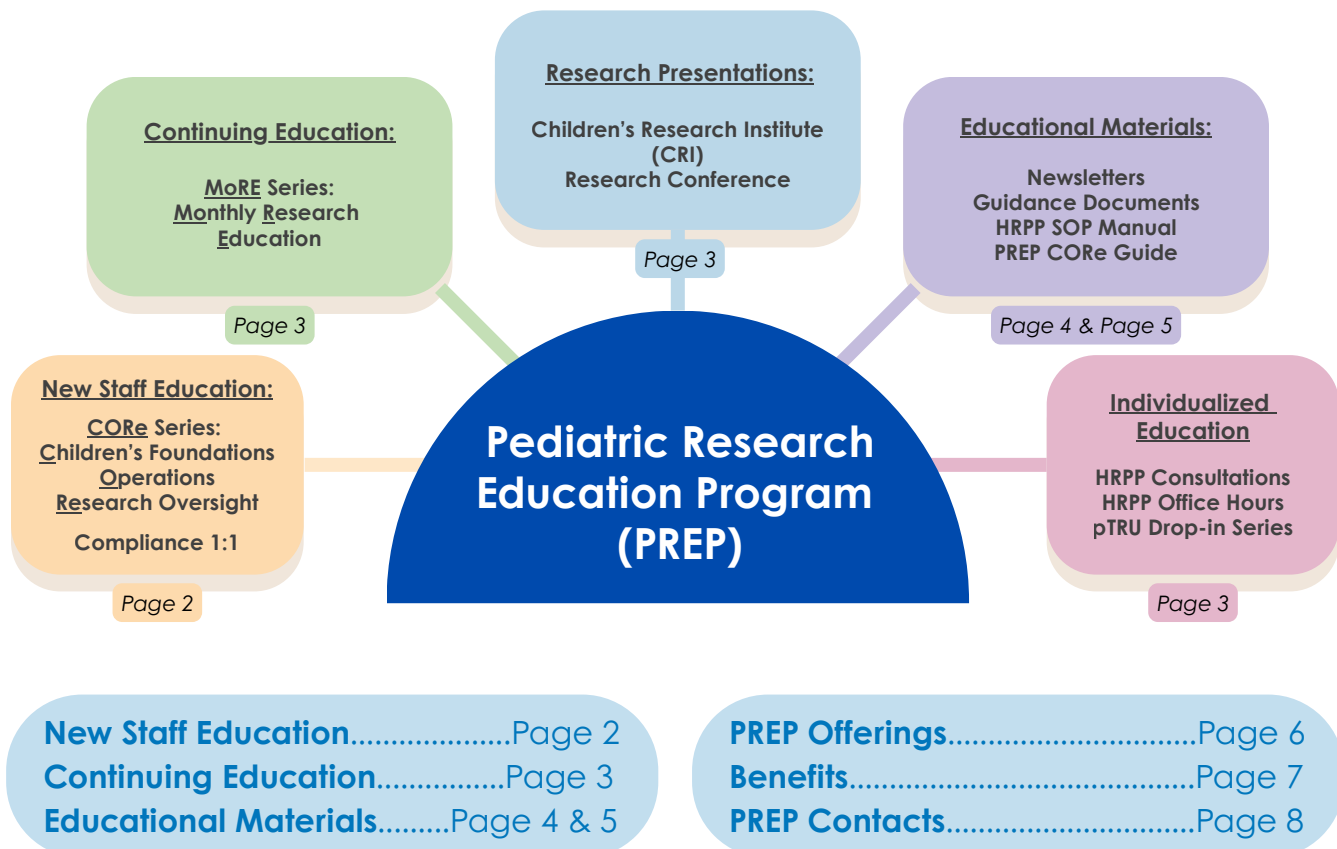
# Children's Wisconsin Pediatric Research Education Program

Welcome to the Children's Wisconsin Pediatric Research Education Program (PREP), a multipronged initiative designed to **support** and **empower** clinical research staff through **comprehensive training** and **professional development**.

This program offers a robust variety of new staff education, continuous learning opportunities, novel research presentations, helpful reference materials, and individualized education upon request.

The goal of PREP is to foster a collaborative environment where clinical research staff can **expand their knowledge**, **build connections**, and **stay in the forefront of pediatric research**.

Whether you are just beginning your journey or looking to deepen your expertise, this program is here to support you!



## → New Staff Education

### PREP CORE Series: Children's Foundations, Operations & Research Oversight

#### Children's Foundations

PREP: Children's Foundations is a **full-day, in-person** session that covers essential organization-specific content necessary for working in Children's Wisconsin (CW) spaces and engaging with CW patients.

This session features lecture style content, short videos, case studies, article review, group discussion, and live demonstrations to accommodate different learning styles.

##### Explore topics such as:

- > CW Patient Experience
- > CW Public Safety
- > CW Systems, Resources, & Policies
- > Pediatric Healthcare
- > Applying CW Culture Concepts
- > Professionalism in Research
- > Basic Epic Navigation

**Target Audience:** All clinical research staff engaging in research at Children's Wisconsin.

#### Operations

PREP: Operations is a **full-day, in-person** session that covers technical content necessary for coordinating research activities, accessing medical records, and collaborating with departments at CW.

This session features lecture style content, lab tours, case studies, group discussion, and live demonstrations to accommodate different learning styles.

##### Explore topics such as:

- > Research Samples
- > Lab and Test Systems
- > Research Order Coordination
- > Children's Lab Services
- > Preparing for Subject Visits
- > Informed Consent Processing
- > Epic Research Study Builds

**Target Audience:** Clinical research staff with patient coordination responsibilities at Children's Wisconsin.

#### Research Oversight

PREP: Research Oversight is a **half-day, virtual session** that covers higher-level content relating to organizational regulations, study logistics, feasibility, and claims management.

This session features lecture style content with live polling questions. Learners can join this session virtually from home or their office on campus.

##### Explore topics such as:

- > Role of the HRPP vs IRB
- > Review Pathways
- > Post Approval Monitoring
- > Protocol Assessment and
- > Operational Feasibility
- > Research Billing Plans
- > Advanced Research Epic

**Target Audience:** Clinical research staff engaging in research at Children's Wisconsin.

#### Compliance 1:1

At time of initial Epic access request, new hires meet with Maria Vallejo, Research Compliance Program Manager, to introduce the **role of compliance** in research and share relevant CW policies.

#### PREP CORE Guide

All staff who attend a CORE session will receive a complimentary PREP Resource Guide to use during sessions and **beyond!**

##### Find resources such as:

- > CW Policies & Procedures
- > Child Life Resources
- > Essential Contacts List
- > CW Language Services
- > CW Acronyms and Lingo
- > Campus Maps and Wayfinding



## → Continuing Education

### MoRE Series

The Monthly Research Education (MoRE) series provides continuing education to research staff via Zoom to address **current trends** in research, **new policies** and updates at Children's, and *more!*

#### Previous topics include:

- › Epic Efficiencies Review
- › Navigating Reportable Events at CW
- › Life of a Research Sample
- › CW Research Compliance
- › Risk Based Quality Monitoring
- › Research Notes in Epic
- › CRC Certification
- › Research Billing & Professional Fees

### Drop-in Series

The **in-person** Drop-in Series is offered on a monthly basis and provides teams with opportunities to **network** and ask **operational questions** relating to study visit preparation, order coordination, Epic usage, research billing, and more!

- › To join the mailing list for the MoRE and Drop-in series, contact [TRU-ROS@childrenswi.org](mailto:TRU-ROS@childrenswi.org).

### CRI Research Conference

The CRI Research Conference presents **current research studies** and **novel findings** for specific pediatric diseases, advancing our understanding of Child Health Research. This series is offered virtually via Zoom and in-person in the CW Auditorium. MCW designates this activity for up to **1.00 hour** of participation for **continuing education** for allied health professionals.

#### Learning Objectives:

- › Advance knowledge in important pediatric research areas
  - › Review current understanding and novel findings for pediatric diseases
  - › Advance understanding in data presentation and data analysis
- › To join the mailing list for the CRI Research Conference, contact Jo Ann Callies ([JCallies@childrenswi.org](mailto:JCallies@childrenswi.org))

### HRPP Weekly Office Hours

HRPP Virtual Open Office Hours are offered weekly on a first come, first served basis and are designed for study teams who have **general questions** and seek guidance that can be provided quickly.

Virtual Open Office Hours are held every **Tuesday from 9:30AM-11:30AM** via Zoom.

- › To schedule an appointment, contact [CWHRPP@childrenswi.org](mailto:CWHRPP@childrenswi.org).

### HRPP Consultations

HRPP Consultations are available to study teams and researchers who have more **complex questions** or issues that may take significant time (>15 minutes) to resolve.

- › To schedule a consultation, please complete the [Consultation Request Form](#).

### HRPP Individual Offerings

Individualized training may be initiated based on any of the following, or in other circumstances that may warrant additional education:

- › To address issues of **non-compliance** noted during post approval monitoring and review of **reportable events** submitted by research teams
  - › To address issues/gaps in knowledge noted during **local context review** by HRPP staff or other interactions with research personnel
  - › At the request of Principal Investigators or other research staff, department, or administrative staff
  - › To assist in **study/feasibility planning** for newer investigators and research staff
  - › To assist in **orienting** and **onboarding** new research staff
  - › To inform researchers conducting research at Children's Wisconsin of any CW policy or process changes, regulatory changes, general news or information that may affect research
- › To request education from the HRPP, contact [CWHRPP@childrenswi.org](mailto:CWHRPP@childrenswi.org).

## → Educational Materials

### HRPP Newsletter

The HRPP regularly publishes a Human Research Newsletter to provide **updates** and **educational offerings** pertaining to CW compliance, regulatory submissions, quality monitoring, and CW policies.

#### Previous topics include:

- › Educational Opportunities
  - › Continuous Quality Improvement
  - › Submission Assistance
  - › SMART IRB Reliance
  - › RedCap Database
  - › Compliance Corner
  - › eBridge Updates
  - › Expanded Access Checklists
- ›› To join the mailing list for the HRPP Newsletter, contact [CWHPP@childrenswi.org](mailto:CWHRPP@childrenswi.org).



### HRPP SOP Manual

The HRPP SOP Manual contains all **standard operating procedures** relevant to conducting research in Children's Wisconsin (CW) space, using any CW resources, or patients. CW conducts local context review of research prior to IRB review to ensure adherence to all CW SOPs.

#### This manual includes SOPs regarding:

- › Quality Assurance
- › Research Determinations
- › IRB Reliance
- › Obtaining Informed Consent
- › Vulnerable Subjects in Research
- › FDA-Regulated Research
- › Noncompliance
- › Reporting to Federal Agencies, Departments, Organizational Officials
- › Conflicts of Interest
- › Participant Outreach
- › HIPAA



### In Development...

In addition to the HRPP Newsletters and HRPP SOP Manual, the HRPP has additional resources currently in development.

#### Resources currently being developed:

- › Investigator Manual
- › Virtual modules for researchers

### Other Resources

The HRPP offers a **wide range** of resources and guidelines to support study teams, addressing topics such as:

- › Consent at Age of Majority
- › Consent of Subjects with Limited English Proficiency
- › Exempt Research Review Categories
- › Protocol Feasibility Checklist
- › Pre-submission Checklist/Guidance

Find these resources and **more** on Children's Connect and Intranet.



## → Educational Materials



### TRU Newsletter

The pTRU publishes a monthly newsletter to provide real-time **organizational updates** pertaining to research, highlight new systems/processes, provide ongoing education, share education and **networking opportunities**, and spotlight clinical research staff within Children's.

#### Newsletter Sections include:

- > Friendly Reminders
- > Save the Date - Educational Offerings
- > Culture Concepts
- > Trudy Needs Help!
- > Did You Know?
- > Cute Moments in the TRU
- > Research Partner of the Month
- > The Joint Commission (TJC) Updates
- > Staff Spotlight



### Other Resources

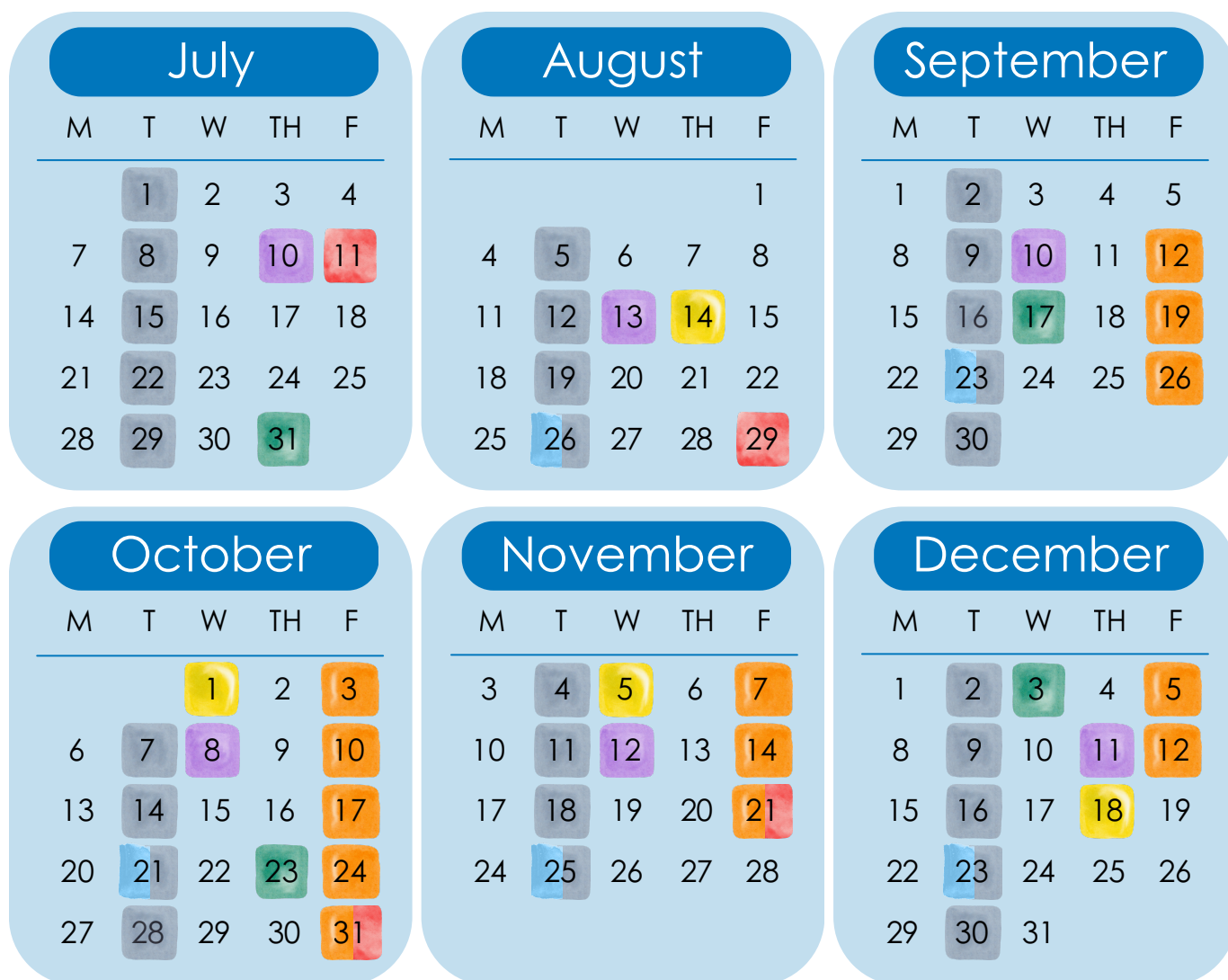
The pTRU has a **Florence eBinder** located within the MCW Central Resources folder containing pTRU information, guidelines, forms, and general resources for study team reference. These documents can shortcut to individual eBinders as needed and be shared with study sponsors.




#### References include:

- > TRU Virtual Tour and TRU Map
- > Approved unit SOPs
- > TRU Space and Scheduling Guidelines
- > Epic Guidance Documents
- > Informed Consent Processing Resources
- > CW New Medical Equipment for Research Form
- > Research Order Coordination Guidelines
- > Sample Storage Guidelines
- > pTRU Equipment Records
- > pTRU Newsletters

# → PREP Offerings

July 2025 - December 2025



-  CORE: Children's Foundations
-  CORE: Operations
-  CORE: Research Oversight
-  MoRE Series
-  Drop-ins
-  HRPP Weekly Office Hours
-  CRI Research Conference

**Note:** The schedule above is subject to change. Refer to calendar invites for the most up to date scheduling information.

- For questions regarding CORE Series, MoRE Series, and pTRU Drop-ins, contact [TRU-ROS@childrenswi.org](mailto:TRU-ROS@childrenswi.org).
- For questions regarding HRPP Weekly Office Hours, contact [CWHRPP@childrenswi.org](mailto:CWHRPP@childrenswi.org).
- For questions regarding CRI Research Conference, contact [JCallies@childrenswi.org](mailto:JCallies@childrenswi.org).

## → Benefits of Continuing Education

Providing a **standardized, organization-specific** curriculum is crucial in ensuring study requirements are successfully met, and **patient experience** and **safety** are prioritized.

### By leveraging continuing education, you can:

#### Learn new skills

Hone both hard and soft skills. Hard skills pertain to job-specific knowledge obtained through formal training/education. Soft skills are personal competencies, like effective communication and emotional intelligence. **Developing both types of skills is important to reaching both professional and personal goals.**

#### Attract Talent

Employers that offer continuing education are more likely to attract employees who are interested in striving for excellence. **Investing in professional development for employees can grow an existing team's skills and entice new talent to join with the incentive of a clear learning and development plan.**

#### Build Network

Continuing education provides built-in networking opportunities. Workshops, trainings, and webinars are all spaces professionals can meet others within their industry and make new connections. **These connections can lead to new opportunities, mentorship, and support which can foster further career development.**

#### Retain Staff

74% of employees say that a lack of development opportunities are preventing them from reaching their full potential, and 94% would stay longer at a company if it invested in staff development<sup>1</sup>. **Investing in training programs shows employees that their company is invested in their success.**

#### Boost Confidence

Continuing education can help to bolster employees' confidence in their work. A confident employee is also likely an enthusiastic employee. Confident employees are also more likely to take on challenges. **Greater confidence can, in turn, translate into higher overall job satisfaction, performance, and morale.**

#### Develop Leadership

Taking steps to grow and develop skills can encourage employees to pursue leadership opportunities they may not have sought out otherwise. **Honing leadership skills empowers employees to lead troubleshooting efforts, propose and implement solutions effectively, and in turn, strengthen their team/program.**

#### Keep Skills Sharp

Industry trends move rapidly, and it's important to keep pace with the times. Ongoing professional development can prevent potential stagnation by maintaining — and improving — skills. **Even the most seasoned staff require continuing education as systems, policies, and processes evolve over time.**

#### Advance Career

Employees who are invested in professional development display commitment to their work and an interest in continuing to improve. **Learning new skills through continuing education reinforces acquired competencies and expands areas of expertise, fostering mental versatility and cross-training.**

1. Parsons, Lian. "Why is Professional Development Important?" Professional & Executive Development Harvard Division of Continuing Education, 23 Aug. 2022, <https://professional.dce.harvard.edu/blog/why-is-professional-development-important/#What-is-Professional-Development>

## ➔ PREP Contacts

Have questions about research education at Children's Wisconsin? Here's who to connect with:



**Theresa Kump**  
Director, Clin. Research Operations  
tkump@childrenswi.org



**Lori Roesch**  
Research Integrity Manager  
lroesch@childrenswi.org



**Tara Murphy**  
Pediatric TRU Manager  
tmurphy@childrenswi.org



**Maria Vallejo**  
Research Compliance Program Manager  
mvallejo@childrenswi.org



**Michelle Martin**  
Quality and Operations Specialist, HRPP  
mmartin@childrenswi.org



**Jeff Crawford**  
Research Operations Specialist, pTRU  
jcrawford@childrenswi.org



**Isabella Puls**  
Research Operations Specialist, pTRU  
ipuls@childrenswi.org

## General questions? Start here:

### Human Research Protection Program (HRPP)

cwhrpp@childrenswi.org

**Children's Connect:**  
Patient & Community Care >  
Research > HRPP

**Children's Intranet:**  
childrenswi.org > Medical professionals >  
Research > HRPP

### CW Corporate Compliance

mvallejo@childrenswi.org

**Children's Connect:**  
Patient & Community Care >  
Research > Compliance

### Pediatric Translational Research Unit (pTRU)

TRU-ROS@childrenswi.org

**Children's Connect:**  
Patient & Community Care >  
Research > pTRU

**Florence:**  
3.0 MCW Central Res. Binder >  
8.0 pTRU