**PCT Training Design Checklist**

| Item | Considered/ Completed |
| --- | --- |
| Determine implementation complexity   * Determine the degree of involvement from stakeholders, the number of stakeholders, and the amount of ongoing training needed for the intervention |  |
| Coordinate with the study sites or care delivery organizations   * Identify local contact/champion * Check if standard training structures and materials are available * Determine who needs to be trained * Determine if staff or clinicians in the organization are able to conduct study training * Review parallel training efforts or programs planned by the care organization that may overlap with study training plans |  |
| Human resources   * Review existing staff roles with supervisor/manager and discuss study-specific responsibilities or tasks * Create scope of work for staff performing study tasks * Discuss potential contracting or hiring requirements with care delivery organizations’ Human Resources departments\* |  |
| Training topics   * Define new procedures and changes to existing clinic workflow * Review communications to be given to patients and suggestions for staff if patients have questions about the trial communications or procedures * Determine if staff roles require training on human subjects protection |  |
| Control and intervention arms   * Develop specific training procedures for different study arms as relevant * Track training activities (study analyses may need this) |  |
| Training structure   * Consider how standard training structures might correspond/not correspond with study training * Will a train-the-trainer approach work? |  |
| Fidelity monitoring   * Consider how tools needed to track study procedures might also be used to indicate need for retraining * Encourage input from staff about tools to make tracking easier for them and update over time |  |