**PCT Training Design Checklist**

| Item | Considered/ Completed |
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| Determine implementation complexity * Determine the degree of involvement from stakeholders, the number of stakeholders, and the amount of ongoing training needed for the intervention
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| 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
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| 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\*
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| 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
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| Control and intervention arms* Develop specific training procedures for different study arms as relevant
* Track training activities (study analyses may need this)
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| Training structure* Consider how standard training structures might correspond/not correspond with study training
* Will a train-the-trainer approach work?
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| 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
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