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	

DeBar L, Jarvik JG, Tuzzio L, Vazquez M. Assessing Feasibility: Introduction. In: *Rethinking Clinical Trials: A Living Textbook of Pragmatic Clinical Trials*. Bethesda, MD: NIH Health Care Systems Research Collaboratory. Available at: http://www.rethinkingclinicaltrials.org.php56-29.ord1-1.websitetestlink.com/assessing-feasibility/assessing-feasibility-introduction/. Updated May 22, 2017.