



PCT Training Design Checklist

Item	Considered/ Completed
<p>Determine implementation complexity</p> <ul style="list-style-type: none"> Determine the degree of involvement from interest holders, the number of interest holders, and the amount of ongoing training needed for the intervention 	
<p>Coordinate with the study sites or care delivery organizations</p> <ul style="list-style-type: none"> 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 	
<p>Human resources</p> <ul style="list-style-type: none"> Review existing staff roles with supervisor/manager and discuss study-specific responsibilities or tasks Consider alignment of staff identities and lived experience with the population served Consult with local community organizations and DEI offices to ensure equitable hiring and support process Create scope of work for staff performing study tasks Discuss potential contracting or hiring requirements with care delivery organizations' Human Resources departments* 	
<p>Training topics</p> <ul style="list-style-type: none"> 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 	
<p>Control and intervention arms</p> <ul style="list-style-type: none"> Develop specific training procedures for different study arms as relevant Track training activities (study analyses may need this) 	
<p>Training structure</p> <ul style="list-style-type: none"> Consider how standard training structures might correspond/not correspond with study training Will a train-the-trainer approach work? 	
<p>Fidelity monitoring</p> <ul style="list-style-type: none"> 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 	