

Your first week as a clinical research coordinator

Five decisions to practice, one per day. Fifteen minutes a day. Free at crln-learn.com. Aligned to CRLN-TRG-001.

The five days

Each link opens the scenario in a browser, no account needed. Link pattern:

[https://crln-practice-lab.crln-learn.com/scenarios/\[item\]](https://crln-practice-lab.crln-learn.com/scenarios/[item])

Day	Decision and why it matters	Maps to
Monday	Know your limits before you touch anything Your name is not on the delegation log yet and someone asks for help. Helping before you are delegated can put you outside your role. Scenario: Your First Day (item crc-day-one) <i>Ask your supervisor: where is the delegation log, and which tasks may I do today?</i>	ICH E6(R3) 2.1 Qualifications and Training; 2.3 Responsibilities. 21 CFR 312.60.
Tuesday	Consent is a conversation, not a signature A participant signs fast and the clinic is running late. Understanding, time and voluntariness matter more than a completed page. Scenario: The Consent in Front of You (item crc-consent-cns) <i>Ask your supervisor: sit in on one consent discussion and tell me what you noticed.</i>	ICH E6(R3) 2.8 Informed Consent of Trial Participants. 21 CFR 50.20 and 50.25.
Wednesday	Capture what participants mention in passing Symptoms often come up casually, between other topics. Your job is to notice, ask the right questions and get it to the investigator. Scenario: You Noticed It First (item crc-ae-onc) <i>Ask your supervisor: who do I tell, how fast, and where do I write it?</i>	ICH E6(R3) 2.7 Participant Medical Care and Safety Reporting. 21 CFR 312.64.
Thursday	Write it when it happens, in the right place Entries batched until later, or kept in the wrong place, cannot be trusted as a record of what happened. Scenario: Documenting the Cycle 2 Day 1 Visit (item crc-esource-visit-c2d1) <i>Ask your supervisor: what counts as source at this site, and where do I record it?</i>	ICH E6(R3) 2.12 Records. 21 CFR 312.62.
Friday	When something goes off plan, say so early Visits slip. What matters is that you tell the right people before and after, and that the record shows what really happened. Scenario: A visit that falls outside its window (item crc-d1-found) <i>Ask your supervisor: how do we log and report a deviation here?</i>	ICH E6(R3) 2.5 Compliance with Protocol. 21 CFR 312.60.

The 15-minute plan, every day

Minutes 1 to 5. Open the scenario on your phone or laptop. Choose what you would do. No account is needed. Read why your choice scored the way it did.

Minutes 6 to 10. Talk it through with your supervisor or a teammate. Use the day's question below.

Minutes 11 to 15. Write one sentence in your own notes: what I will do next time, and which SOP or protocol section I will check.

Supervisor checklist

☐ Your name and a start date are on the delegation log before the new coordinator does any study task.

☐ Training records are filed (GCP, protocol, systems) and the coordinator knows where they live.

☐ The coordinator has been shown the site's definition of source and where each record type is kept.

☐ They know who to call, and how quickly, for a possible adverse event or a protocol problem.

☐ They have watched at least one consent discussion before leading one.

☐ Fifteen minutes are protected each day for the plan, and you ask the day's question.

☐ Friday: review their five one-sentence notes and add one site-specific rule for each.

Provided with [School or Site name]

[Place your school or site logo here.] The scenarios and the CRLN-TRG-001 standard are free at crln-learn.com. This kit is practice for judgment. It does not replace your protocol, SOPs, IRB requirements or hands-on training, and it does not by itself qualify anyone to perform study tasks.

Email template for a program director

Subject: Your first week as a clinical research coordinator

Dear [Graduate first name],

Congratulations on your new role. To help you start well, [School name] is sharing a short first-week plan: five realistic decisions, one for each day, fifteen minutes each.

You can try each one on your phone with no account. You choose what you would do, then see how it scores and why. Ask your supervisor to talk it through with you.

Monday: delegation and your limits

Tuesday: informed consent

Wednesday: noticing and reporting adverse events

Thursday: documentation

Friday: protocol deviations

The plan and the links are attached. Please tell me how the first week goes, and what you wish you had known.

Warm regards,

[Name], [Title]

[School name]