



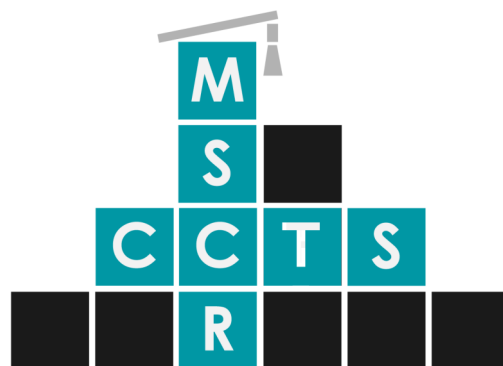
SCHOOL OF  
MEDICINE  

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BIOMEDICAL RESEARCH  
EDUCATION PROGRAMS

# Graduate Certificate in Clinical and Translational Science

Program Orientation  
July 3, 2019



Master of Science in Clinical Research  
Certificate in Clinical and Translational Science



**SCHOOL OF  
MEDICINE**  
BIOMEDICAL RESEARCH  
EDUCATION PROGRAMS

**Certificate in Clinical & Translational Science  
Master of Science in Biomedical Sciences  
Concentration in Clinical Research**

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July 7, 2019

Dear Scholar,

We are very excited to welcome you today into the Certificate in Clinical and Translational Research (CCTS) program. The CCTS was developed to meet the current and future need for clinical and translational researchers. Increasingly pressing health problems, not just in the U.S., but globally have led educators to accelerate the training of skilled clinical and translational researchers. You have been accepted into this program because we believe that you have the qualifications and interest to join the ranks of researchers who will use basic science, prevention and population science, and clinical research to find strategies that can be immediately translated to improve health and well-being.

Research of tomorrow will be reliant on the ability of teams of researchers across the clinical and translational spectrum to collaborate. We will encourage you to be effective communicators – in person, as a presenter, as a group participant, as writers and as critical thinkers. As a researcher you will be required to convince others of the significance of your work and of your ability to conduct the research you propose to do. We will take the opportunity to develop and reinforce these skills in each and every educational encounter. We will provide you with examples of local role models who are scientific leaders and who have learned to communicate well about their science.

Teamwork is an important value for clinical and translational research. We cannot solve problems on our own, in a vacuum, without the help of other researchers from our own and different disciplines. It is clear that the complex problems we encounter can benefit from different perspectives and from diverse vantage points. We understand that teamwork is often challenging, and requires leadership, patience and good communication skills. To be a good team leader, you must have a willingness to learn, work cooperatively, listen to other viewpoints, and be responsible for your own part of the solution. We hope that you will begin to develop some of these skills in the CCTS and refine them in the Master of Science in Clinical Research (MSCR) program, and more importantly, to gain an appreciation of the value of team work and the opportunities to advance the state of health by working together with others in collaborative teams.

The CCTS and MSCR programs are founded on the values of professionalism, ethics, responsibility and cultural competency. You are professional learners. We expect you to approach this learning opportunity with as much energy and commitment as you do your other professional responsibilities. The bulk of your competencies will be gained through independent study, because we anticipate that at this stage of your career you are the best judge of your interests and your goals.

We hope that you will be models of cultural sensitivity and tolerance. We live in a unique state with wonderful and distinct ethnic groups whose voices need to be heard. Our research must address their health problems in a way that demonstrates appreciation for their cultural heritage and their belief systems. We must engage communities in the research and incorporate their perspectives in potential approaches to improving health. We must consider the opportunities to address New Mexico's specific health disparities and make unique contributions to the national understanding of how culture intersects with exposure to increase risk, morbidity and mortality.



The most important thing you can do, as you enter this program, is to give it all of your available attention and commitment. Your deans, department chairs, division program directors and fellow faculty are investing in you because they believe that you can make an important contribution to your field. You are being given an incomparable gift of 50% of your time for the chance to learn. I encourage you to invest in yourself and in this opportunity so that you can get the most possible out of this educational experience.

Everyone who is part of the CCTS and MSCR programs will be focused on supporting your progress. As program director, I will meet with you monthly to give you confidence, answer your questions and address your concerns. Your department chair and program directors are interested in your development, and I encourage you to give them regular reports on your progress.

Finally, the BREP staff will help you with the administrative aspects of your education: they welcome your questions and will be happy to answer your questions to help you navigate the program milestones. Please remember that the bureaucracy of a university from the perspective of a scholar is quite different than that of a faculty member, fellow or resident; you are transitioning into the scholar role and some of your experiences will initially feel quite strange. Being a CCTS Scholar is also quite different than a student in any other medical training program, so we will try to point out these nuances and help you to navigate the University requirements for graduate programs.

In addition to being scholars, you are customers. You are committing the next year of your life to learning. Additionally, we need to hear your ideas about how to improve this program so that it can better accomplish its goals. You will be in a unique situation to help us, as scholars in one of the early classes. We hope you take the invitation seriously, and we encourage you to provide us with constructive criticism and helpful hints.

We are proud of you and we look forward to seeing you succeed in this program over the next year. Saddle up and set your sights on becoming the best researcher you can be. We will have fun together and we look forward to working with you. I encourage you to open your eyes, jump right in, and suspend disbelief about what you are about to experience.

Sincerely,

Shiraz I. Mishra, MBBS, PhD  
Professor, Department of Pediatrics  
Program Director, CCTS Program



**2019 New Student Orientation Agenda**

**Wednesday, July 3, 2019  
DOMCTR 1731  
Noon – 2:00 PM**

Noon	<p><b>Welcome</b> Brief words of welcome from CCTS Director</p> <p>Lunch</p>	<p><b>Shiraz I. Mishra, MBBS, PhD</b> Professor, Department of Pediatrics Program Director, CCTS</p> <p><b>Tara Hackel, MA</b> Program Manager, BREP</p>
12:15 PM	<p><b>Opening the CCTS Orientation</b></p> <ul style="list-style-type: none"> <li>• Introduction of CCTS Administrators</li> <li>• Introduction of Students, Mentors, Course Directors, Advisors</li> <li>• The CCTS Program: Overview and Expectations</li> <li>• STATA Workshop, Wednesday, 7/8, Noon-4:00PM</li> </ul>	
12:30 PM	<p><b>What is Clinical and Translational Research?</b></p>	
1:30 PM	<p><b>Questions and Next Steps</b></p>	



## 2019-2020 Program Standards

<b>Admission Requirements</b>	<p>Already completed doctoral-level training in the areas of basic science, public health, medical, clinical, engineering or social science (MD, PhD, PharmD, ScD, etc.).</p> <p>A strong interest in expanding their skills in Clinical and Translational research</p> <p>Completed CCTS Application:</p> <ul style="list-style-type: none"><li>• Application Supplement</li><li>• UNM Application for the GCERT Clinical and Translational Science</li><li>• Official Transcripts</li><li>• Curriculum Vitae (CV) or Biosketch,</li><li>• Personal Statement,</li><li>• Letter of Recommendation</li><li>• Letter of Support</li><li>• New Scholar Agreement</li><li>• Supervisor Agreement/Approval</li><li>• Clinical Research Appraisal Inventory (CRAI) Assessment</li></ul>
<b>Time Commitment</b>	<p>The program requires each scholar to complete 16 semester credits of scheduled course work between July and June. Classes meet between 3:00 and 6:00pm, Monday thru Friday (typically 2-3 days per week only).</p>
<b>Attendance</b>	<p>In the CCTS program, attendance and participation in all class sessions and announced cohort meetings is mandatory. Additionally, CCTS students are expected to attend 16 out of 20 CTIP sessions over the course of two years.</p>
<b>Grades</b>	<p>Letter grades will be assigned for Level 1 courses based on the following:</p> <ol style="list-style-type: none"><li>1. A grade of "A" signifies scholar mastery of the competencies and content contained within the course objectives.</li><li>2. A grade of "B" signifies the scholar is still developing content mastery and indicates a need for more work in the content area. A minimum grade of "B" is mandatory for all required courses.</li><li>3. A grade of "C" signifies that mastery is just emerging. The scholar must repeat the course if it is a required course.</li></ol> <p>To remain in good academic standing for the CCTS program, scholars must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at the University of New Mexico. A scholar must have a cumulative GPA of at least 3.0 for courses listed on their Program of Studies. See the University Catalog (<a href="http://catalog.unm.edu">catalog.unm.edu</a>) –</p>



## 2019-2020 Program Standards

The Graduate Program for more information on University Graduation Requirements.

- Learning Plan** Each scholar is expected to have reviewed their Level 1 learning plan (e.g. course work) by July 2019. This plan is an outline of the individual's tentative schedule for the duration of the program. The form is available on the CCTS Resources website: (<http://hsc.unm.edu/research/brep/graduate/ccts/resources.html>)
- Academic Integrity** The University of New Mexico believes that academic honesty is a foundational principle for personal and academic development. All University policies regarding academic honesty apply to this program. Academic dishonesty includes, but is not limited to, cheating or copying, plagiarism (claiming credit for the words or works of another from any type of source such as print, Internet or electronic database, or failing to cite the source), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. The University's full statement on academic honesty and the consequences for failure to comply is available in the University Catalog ([catalog.unm.edu](http://catalog.unm.edu)) and in the Pathfinder ([pathfinder.unm.edu](http://pathfinder.unm.edu)).
- Assessments & Scholar Progress** While each domain in the CCTS program has unique and specific requirements for successful completion at each level of competency, all scholars will be assessed on critical thinking skills, writing skills, formal presentation skills, leadership, and effective communications. Scholar progress is reviewed during the monthly Steering Committee Meeting.
- Advisory Committee on Studies** Each CCTS scholar, as they enter the MSCR program, will be supported by an Advisory Committee on Studies (COS) composed of their Research Advisor, a member of the MSCR Steering Committee and at least one additional subject matter expert. The basic role of the committee is to plan, with the scholar, an integrated individual program of study and research meeting general and specific graduate program requirements. The COS will also provide advice and feedback to scholar progress with three-month reviews at structured COS meetings. The COS may also establish prerequisites when needed; recommend transfer of credit; approve significant changes in the program of studies; recommend changes/additions in the committee makeup and usually serves as the Exam Committee for the Thesis Defense.
- A COS must be formally appointed by June of end of your first year in the program and the first meeting should occur no later than July 31 of the second year. Subsequently, quarterly COS meetings must be held and COS Reports submitted in accordance with the MSCR program standards. One of the MSCR Steering



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**2019-2020 Program Standards**

Committee members will help you navigate the program, reflect on your progress, provide your mentors and committee members with guidance on their roles, and be an advocate for you.





## 2019-2020 Program Standards

**Thesis Proposal** During Block Four (Spring 2020 Semester), CCTS Scholars participate in the Grantsmanship course, BIOM 566. The outcome of this course is a research proposal which, after review and approval of the COS Chair, will be submitted as part of the Scholar's MSCR application. The MSCR Steering Committee will review and approve the application (as is or after revisions) indicating admission of the CCTS scholar to the MSCR Program.

This written thesis proposal prepared during the Grantsmanship course must include:

1. Specific Aims (1 page): Basis for the study, goals, objectives, research questions or hypotheses, specific aims, expected outcomes.
2. Research Plan (maximum 6 pages; excluding references), covering the following:
  - a. Search strategy that will summarize how directly relevant literature was acquired
  - b. Significance (integrated review of the directly pertinent empirical and theoretical literature)
  - c. Innovation
  - d. Research approach (study design, study protocols and procedures, data collection and analysis plans, potential pitfalls and solutions)

After completion of the Grantsmanship course, this thesis proposal will be submitted first only to the COS Chair for review. The COS Chair may require any changes in the proposal he/she deems appropriate prior to submission to the MSCR Program, which may request other changes. Once the Chair believes that the written proposal is sufficiently developed, the scholar must then submit the proposal to the MSCR Steering Committee for review and approval as part of their Admissions packet by the application deadline. The application will be reviewed by the Steering Committee which will accept it as-is or request revisions.

**MSCR Admission Requirements** Completion of all CCTS courses and requirements.

Acceptance of your MSCR application:

- Personal Statement,
- Research (Thesis) Proposal,
- Curriculum Vitae (CV) or Biosketch,
- Letter of Commitment,
- Mentoring Plan & Agreement,
- Mentor's CV/Biosketch,
- Letter of Support (UNM Faculty and Trainees).

See Thesis Proposal above for details on your Research (Thesis) Proposal.



## Emergency Preparedness

Students of the University of New Mexico recognize the classroom leadership of their faculty. In the event of an emergency, students will expect their faculty to provide guidance to mitigate and respond to the situation. The following is offered as a guide to develop those plans in advance of an incident.

1. **In Case of Emergency** - If one encounters an emergency situation, they must first provide for their own safety. The UNM Police Department is available 24/7 and provides more than just emergency response. In addition to the items listed, they also house “lost and found”, bicycle registration and fingerprinting, offer an escort service, and can provide copies of Police Reports.
  - a. **If you come across an emergency situation, you should:**
    - i. **Step One:** Make yourself safe
    - ii. **Step Two:** Warn others in the immediate area of the situation
    - iii. **Step Three:** Call for assistance. DO NOT assume that someone else has called. UNM PD: (505) 277-2241; 911 from a campus phone; or, via blue light phone.
2. **UNM Communications Systems** - The primary ways that UNM can provide emergency updates to students, faculty and staff are via LoboAlerts ([loboalerts.unm.edu](http://loboalerts.unm.edu)) and the Warning Siren. Although cell phones may be a distraction in the classroom, it is recommended that at least one device be left available to receive LoboAlerts messages. Since different devices and service providers may account for messages being received at different times, it may be prudent to allow several devices to be active for such messages.

Other than testing, a sounding of the warning siren means that something has occurred which makes it unsafe to be outdoors. All persons should take shelter in the nearest building, and look for additional information which will be coming via LoboAlerts, local media, email or the UNM Webpage.
3. **Shelter In Place** - In some instances, it is safer to shelter in place and wait for further instructions. If you are instructed to Shelter in Place, then:
  - a. Remain calm
  - b. Move away from windows and glass.
  - c. Silence your cell phones.
  - d. Lock the door and wait for further instructions.
  - e. Keep the telephone lines free for emergency information. Do not call 911 or the UNM Police Department for information. *However, if you are trapped or need assistance, please call 911 for assistance!*
  - f. Don't leave your room until instructed by a Police Officer, authority figure or LoboAlert.
4. **Evacuation** – Know two ways to get out of your building, and determine a location to meet to make sure that everyone is accounted for. Share this plan with your students in advance.
5. **Suspicious Behavior** – There are many ways to report behavior that is concerning (AGORA, BIT, CARS, etc.). Report suspicious person(s) and/or activities to the UNM Police promptly.



## **Emergency Preparedness**

6. **Awareness** – The first level of prevention is awareness of your surroundings.

**For further information please contact:**

UNM Police Department  
(505) 277-2241  
[police.unm.edu](http://police.unm.edu)

UNM Office of Emergency Management  
Byron Piatt, MPA, CEM  
Emergency Manager  
(505) 277-0330  
[bpiatt@salud.unm.edu](mailto:bpiatt@salud.unm.edu)  
[emanage.unm.edu](http://emanage.unm.edu)

[campussafety.unm.edu](http://campussafety.unm.edu)



## Appendix A: Forms

All forms, unless otherwise noted, should be returned to the BREP office for final (Department, Program, Dean) signatures and may be found on the CCTS Resources page:  
<http://hsc.unm.edu/research/brep/graduate/ccts/resources.html>

<b>Annual Activities and Accomplishment Report</b>	Complete these each May while in the program. Used for reporting and compliance purposes.
<b>Clinical Research Appraisal Inventory (CRAI) Assessments</b>	Complete these each June while in the program. These are used to assess program effectiveness.
<b>Graduation</b>	<p>If you are not planning to continue into the MSCR, you will need to provide the following forms and complete everything other than final course grades by the deadlines specified.</p> <ul style="list-style-type: none"><li>• <b>Exit Information Sheet:</b> Used to keep in touch with our alumni and for reporting program outcomes.</li><li>• <b>Intent to Graduate:</b> Used to begin the graduation process.</li><li>• <b>All degree requirements</b> (except current term grades) must be complete by:<ul style="list-style-type: none"><li>○ Summer Graduation: July 15<sup>th</sup></li><li>○ Fall Graduation: November 15<sup>th</sup></li><li>○ Spring Graduation: April 15<sup>th</sup></li></ul></li><li>• These forms are not required if you will be continuing into the MSCR program.</li></ul>
<b>Learning Plan</b>	An outline of what you will take, and when, to complete your program. It should be developed with your Committee on Studies. While planning, keep the Tuition Remission limits (8 hours Fall and Spring, 4 hours Summer) in mind if applicable.
<b>Program of Studies (POS)</b>	<p>If you are not planning to continue into the MSCR, this will represent your personalized degree plan for graduation with the CCTS only. It must be completed the semester <b>before</b> you plan on graduating.</p> <ul style="list-style-type: none"><li>• Summer Graduation: March 1<sup>st</sup></li><li>• Fall Graduation: July 1<sup>st</sup></li><li>• Spring Graduation: October 1<sup>st</sup></li></ul>
<b>Tuition Remission Form</b>	These will be available from your department and are used to process tuition remission benefits each term, if eligible.