

## CHILDREN'S NATIONAL HEALTH SYSTEM CLEARANCE

All students who have an interest in working with any of our partner researchers at Children's National Health System must follow the steps below to obtain the CNHS Special Category Associate Office's approval as a Research Trainee prior to starting in any CNHS lab. This process takes an average of 3-4 weeks to complete.

All information and forms are available on the [CNHS Special Category Associate Application](#) website (including a comprehensive check list under the *Research Trainee* section).

- Complete the application, following these guidelines where indicated:
  - *Supervisor Information*
    - Department Name: Center for Genetic Medicine Research
    - Cost Center: 30200
    - Supervisor Employee ID #: 28223
    - Name: Ljubica Caldovic
    - Phone: 202-476-5819
    - Email: LCaldovic@childrensnational.org
  - *Schedule:* Mon-Fri 9am-5pm
  - *Position Description:*
    - Start Date: 9/1/2025     End Date: 8/31/2026
    - Duties: Lab research associated with the GW IBS PhD programs (plan and execute experiments, conduct data analysis, report results, collaborate with other researchers, and participate in one-on-one, group and division-wide meetings and training)
    - Role: Research Trainee 10013
  - Notify via email Dr. Caldovic (LCaldovic@childrensnational.org), Toni (THagans-Greene@childrensnational.org) and Natheer (NSamarraie@childrensnational.org) when you have submitted your application.
- In the [application portal](#), you can find the list of requirements and track your completion
  - Review the orientation packet and confidentiality agreement
  - Complete the online safety quiz and error prevention training
- Review the screening and medical requirements and submit the necessary documentation to [ohvolunteers@childrensnational.org](mailto:ohvolunteers@childrensnational.org) (you can find the requirements list on the [CNHS Special Category Associate Application](#) website under the *Research Trainee* section).
  - The medical forms require that the volunteer have two tuberculosis skin tests (also known as TB or PPD tests) in the past year (at least one will need to be from current

year), vaccination records, and a health assessment that is completed AFTER the two TB tests. The TB tests take up to three weeks to complete.

- Once the completed medical forms are reviewed, Occupational Health will send a single-page medical clearance slip to the Special Category Associate office. If you have any questions about the medical requirements, please don't hesitate to contact Occupational Health at 202-476-2035 or through the above email.
- All forms and documentation must be submitted by email and Special Category Associates may not begin their assignment nor receive an ID badge until they receive an acceptance email from the Special Category Associate Office.
- Following approval, all volunteers are required to attend a mandatory Error Prevention Safety Training as a part of a corporate safety transformation initiative.

*\*Note:* The Special Category Associate Office will send an email with information for submitting the background check after they receive the completed supervisor form and safety quiz from either the applicant or the supervisor. The supervisor will be responsible for collaborating with the volunteer to build their volunteer program, including their start/end date, weekly schedule, and responsibilities.

You do not have to have a rotation mentor identified to start the volunteer application process. Because it can take a month or longer to obtain approval, we recommend submitting an application if you have any interest at all in a rotation at CNHS so that you are not faced with a delay in starting your rotation.

Should you have any questions or concerns about/during the process, please reach out to Natheer Samarraie (NSamarraie@childrensnational.org) in Research Operations, and Toni Freeland in the Center for Genetic Medicine Research (THagans-Greene@childrensnational.org).

*Once you are approved:* Dr. Caldovic (in the Center for Genetic Medicine) is the supervisor in the CNH system for all students during the first year rotations. However, your rotation PI may be in a different division. Once your Special Category Associate application is approved, you need to contact your PI and their division administrator to let them know so that you can be set up with appropriate access and communications in that center. Division administrators:

- Cancer Center: Ms. Dawn Griffiths, dgriffit@childrensnational.org (Program Coordinator)
- Neuroscience Center: Ms. Nikkie Adesida, nadesida@childrensnational.org (Sr. Research Center Manager), Ms. Lashawnda White, lcwhite@childrensnational.org (Program Assistant)
- SZI Center: Ms. Lisa Romano, lromano2@childrensnational.org (Sr. Research Center Manager)
- Genetic Medicine: Ms. Toni Freeland, thagans-greene@childrensnational.org (Sr. Research Center Manager)