

Training Curriculum Breakdown: Staff (Safety)

Below is the recommended training curriculum outline for **Safety Staff**. All materials can be accessed by logging into MasonLEAPS. The direct link to access the full **Safety Staff** curriculum can be found here:

[Full Staff Curriculum in MasonLEAPS](#)

Material Type	Staff Training in RAMP Safety
Video	Navigate Safety
Guide	Overview of Safety Submission Workflow
Guide	Workflow States and Transitions in Safety
Guide	Actions and State Transitions in Safety
Guide	Navigation and Basic Tasks in Safety
Guide	Assign a Safety Specialist
Guide	Initiate a BSO or Member Review in Safety
Guide	Send Submission into Committee Review in Safety
Guide	Submit the Committee Review in Safety
Guide	Approve a Submission Administratively in Safety
Guide	Edit a Submission as Safety Staff in Safety
Guide	Manage and Review the Determination Letter in Safety
Guide	Verify Required Modifications in Safety
Guide	Set Up Ancillary Reviews in Safety
Guide	Suspend a Protocol in Safety
Guide	Lift Suspension from a Protocol in Safety
Guide	Tag Submissions in Safety
Guide	Generate a Report of Submissions with Tag in Safety
Guide	Filter and Sort Data in Safety
Guide	Change the Criteria of the Report in Safety
Guide	Track and Manage Training in Safety