

VA HUMAN SUBJECTS RESEARCH TRAINING POLICY - 2015

1. All new study team members must complete The Scope of Practice Survey Form

<http://www.annarbor.research.va.gov/resappforms.asp>

2. Human Subjects Research Education Policy

- a. All new human research study personnel must complete the VA IRB Human Subjects Research Education requirements prior to engaging in research projects at the VAAAHS.
- b. All continuing Investigators and Study Team Members must retake a VA-approved training course at least once every 3 years. If you fail to comply with the VA IRB Human Subjects Education Policy you must cease all work with human subjects in the research setting.

PRIMARY COURSE CHOICE

[CITI - Good Research Practices for Protection of Human Subjects](#)

In collaboration with CITI, VA ORD is now sponsoring a CITI curriculum group that satisfies the **VHA triennial training requirement** for both "Good Clinical Practice" and "Ethical Principles of Human Research.

The VA IRB requires all study team members to complete CITI Training **every 3 years**.

[VHA Handbook 1200.05 - Sect. 29.a (4)]

1. Web-Link = <https://www.citiprogram.org/default.asp>
2. Select Your Institution: Veterans Affairs -> Ann Arbor, MI-506

VA CITI TRAINING ACTION PLAN

a) The VA IRB Coordinators will send CITI training reminder messages at least once every 2 weeks to all VA human research staff with expired training. Messages sent to research study team members will be copied to their linked principal investigators. The CITI Program website will continue to send reminder e-mails 30 days prior to expiration and in the week that training expires.

b) VA human research staff must stop ALL human subjects research on the day their CITI training is expired. The study team member and their principal investigator(s) must send a reply indicating they will comply with the work-stop order.

->When the research study team member submits an updated CITI Training Certificate to the VA IRB Coordinators, the work-stop order will be lifted.

c) Principal Investigators must stop ALL human subjects research on all of their projects on the day their CITI training is expired. The VA ACOS and VA IRB Chair will be notified of this AUTOMATIC SUSPENSION OF ALL THE INVESTIGATOR'S RESEARCH STUDIES.

->If there are patient safety concerns associated with stopping the research, the PI should submit a request to the VA IRB Chair requesting permission to continue research.

->When the PI submits an updated CITI Training Certificate to the VA IRB Coordinators, the VA ACOS and VA IRB Chair will be notified. The VA IRB Chair may approve resumption of studies or may extend the suspension until the next IRB meeting.

Mandatory Education (everyone must complete) [VA employees + non-VA employees]

****Combined VA Privacy and Information Security Awareness and Rules of Behavior****

****VHA Privacy and HIPAA Training****

****Infection Control and Bloodborne Pathogens Training****

<https://www.tms.va.gov/plateau/user/login.jsp>