

IRB Training through CITI Program Initial & Refresher Course Certification

All investigators and key personnel must receive training prior to their involvement in the conduct of human subjects research at Wills Eye. This training is available to Wills through the Collaborative Institutional Training Initiative (CITI) through our affiliation with Thomas Jefferson University.

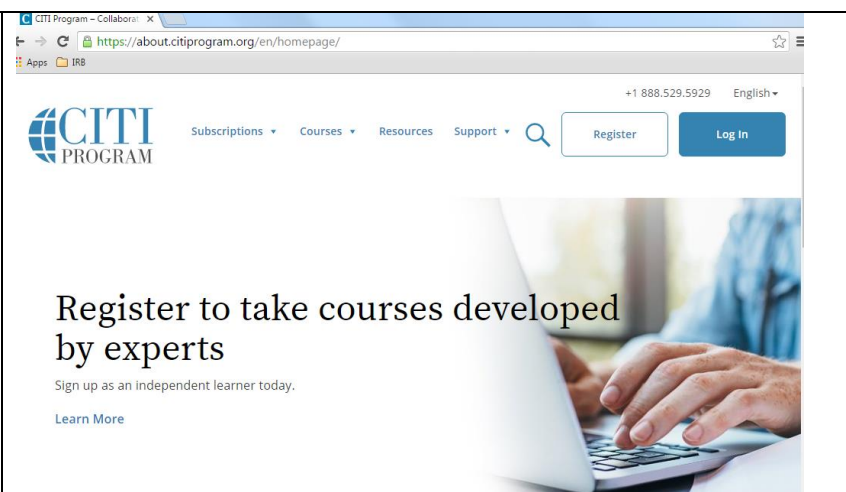
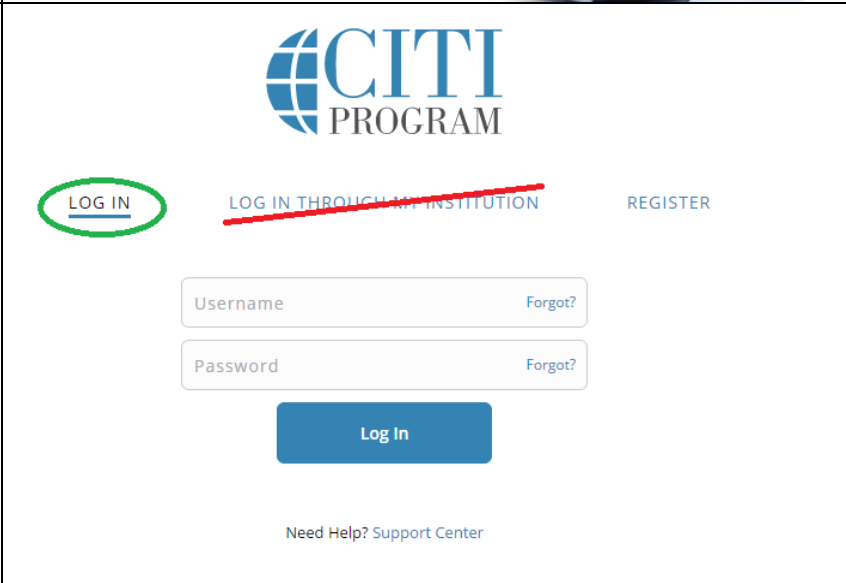
Courses that are required:

- Biomedical Research Course with a Refresher every three years
- Good Clinical Practices Course with a Refresher every three years
- Conflicts of Interest Course (only required for federally funded projects)

Upon completion, send your certificates to:

IRB Office, Room 1534
840 Walnut Street
Philadelphia, PA 19107
ALarsen@willseye.org

Follow these instructions to access the CITI Program courses.

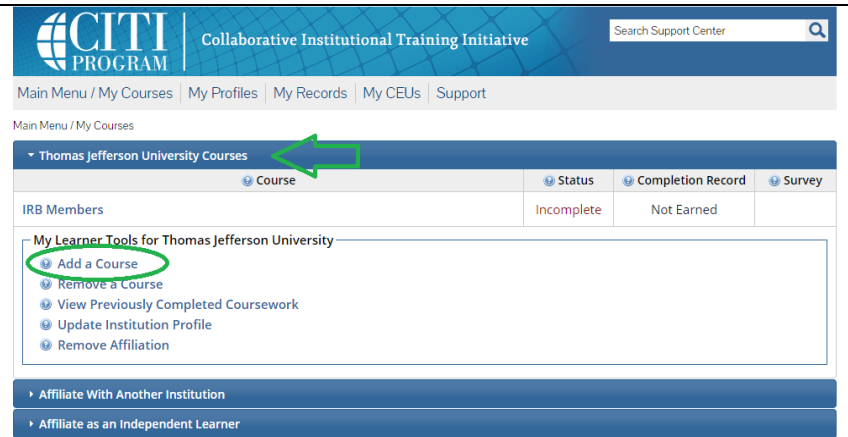
<p>Step 1.</p> <p>Go to www.citiprogram.org</p> <p>Click on Log In.</p> <p>OR</p> <p>If you do not have an account, click on Register to create an account with CITI.</p>	
<p>Step 2.</p> <p>Enter your Username and Password.</p> <p>Do not use the “Log In Through My Institution” link.</p> <p>If you have trouble, use the Forgot? link to obtain your Username and/or reset your Password.</p> <p>Note that creating another account with your email may result in loss of past certificates.</p> <p>Contact the Wills IRB Office for assistance.</p>	

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Step 3.

Be sure **Thomas Jefferson University** is showing as your Affiliated Institution. Click on **Add a Course**.

If your account is affiliated with a different institution, click on **Affiliate With Another Institution** and pick Thomas Jefferson University from the pull down menu. Then return to this page and click on Add a Course.



The screenshot shows the CITI Program website interface. At the top, there's a navigation bar with 'CITI PROGRAM' logo and 'Collaborative Institutional Training Initiative' text. Below it, a search bar and navigation links like 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', and 'Support' are visible. The main content area shows 'Thomas Jefferson University Courses' with a table of 'IRB Members' (Incomplete, Not Earned). Below this, a 'My Learner Tools' section is highlighted with a green circle around the 'Add a Course' link. Other tools include 'Remove a Course', 'View Previously Completed Coursework', 'Update Institution Profile', and 'Remove Affiliation'. At the bottom, there are links for 'Affiliate With Another Institution' and 'Affiliate as an Independent Learner'.

Step 4.

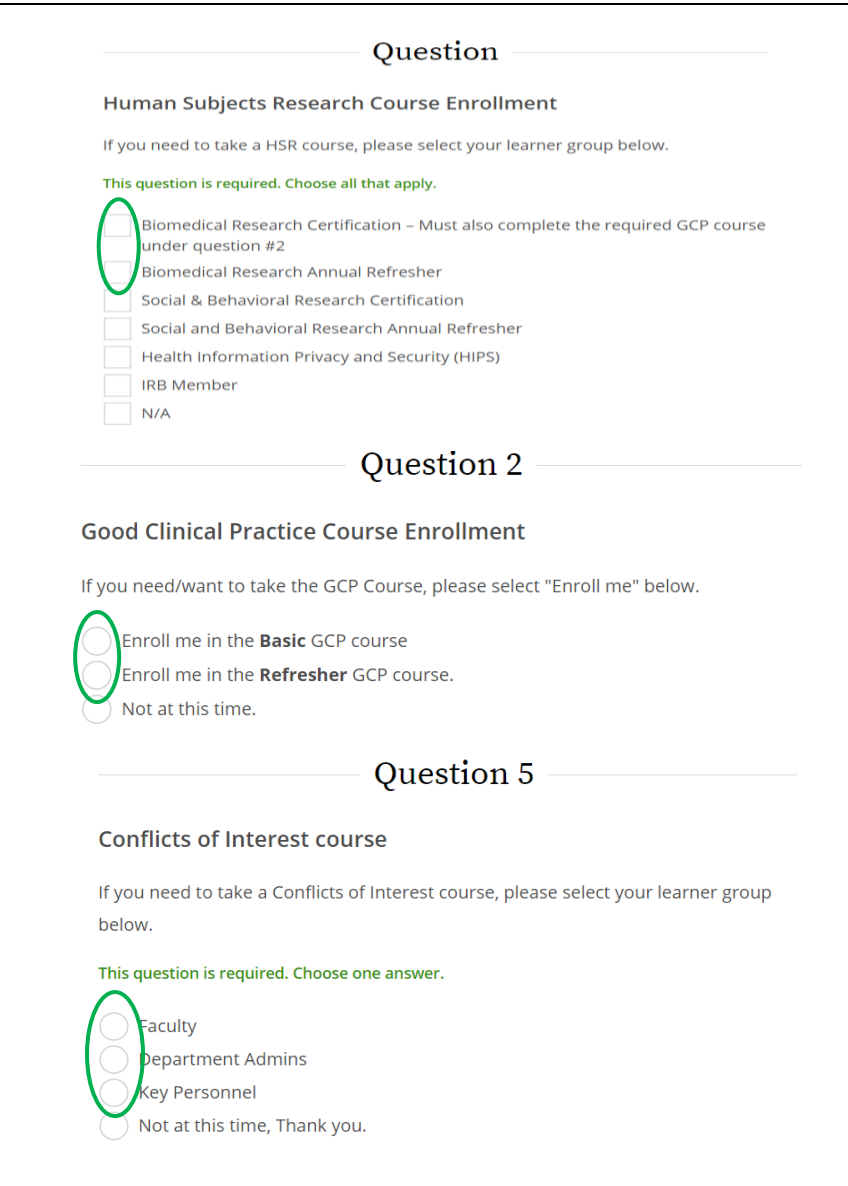
Scroll about halfway down the page to CITI Course Enrollment Questions.

Select your course(s).

The **Human Subjects Research Course/Biomedical Research Certification** is mandatory requires a Refresher every three years.

The **Good Clinical Practice Course** is mandatory and requires a Refresher every three years.

If you are involved in federally funded research, you must also complete the Conflicts of Interest course.



The screenshot shows the 'Question' section of the CITI Program website. It is titled 'Human Subjects Research Course Enrollment'. Below the title, there's a text box asking the user to select their learner group. A green circle highlights the 'Add a Course' link in the 'My Learner Tools' section. The list of learner groups includes: Biomedical Research Certification - Must also complete the required GCP course under question #2, Biomedical Research Annual Refresher, Social & Behavioral Research Certification, Social and Behavioral Research Annual Refresher, Health Information Privacy and Security (HIPS), IRB Member, and N/A. Below this, there's a section for 'Question 2' titled 'Good Clinical Practice Course Enrollment'. It asks the user to select 'Enroll me' below. The options are: Enroll me in the Basic GCP course, Enroll me in the Refresher GCP course, and Not at this time. The 'Enroll me in the Refresher GCP course' option is circled in green. Below this, there's a section for 'Question 5' titled 'Conflicts of Interest course'. It asks the user to select their learner group. The options are: Faculty, Department Admins, Key Personnel, and Not at this time, Thank you. The 'Faculty' option is circled in green.

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Note:

Health Information Privacy and Security (HIPS) is an *optional* standalone course on the HIPAA Privacy Rule and may be useful for those who need HIPAA training without the associated human research component. The Biomedical Research Certification includes a section on HIPAA.

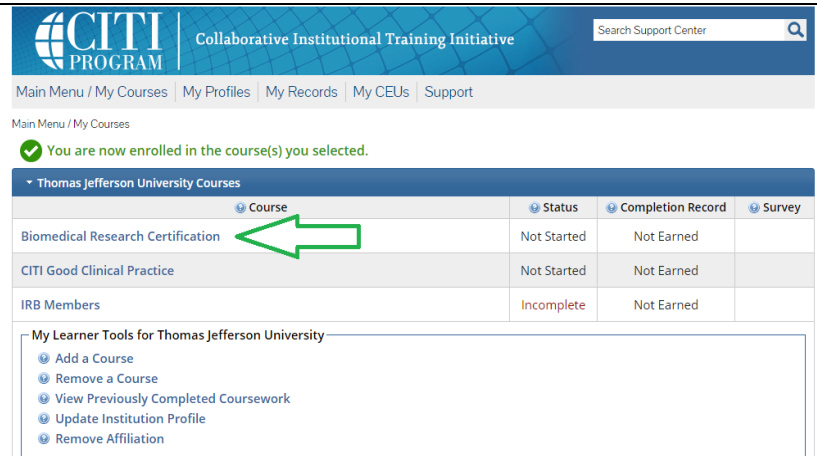
Additional optional courses offered through the CITI Program include Responsible Conduct of Research, Conflicts of Interest, Clinical Research Coordinator, and Export Compliance.

Select any additional courses you need to complete, or select "Not at this time" and hit Submit.

Step 5.

You are now back at the home screen.

Click on the course you would like to take. You will be able to stop and resume at a later time if you need to complete the coursework in multiple sessions.



The screenshot shows the CITI Program home screen. At the top, there is a navigation bar with links: Main Menu / My Courses, My Profiles, My Records, My CEUs, and Support. Below this, a message states: "You are now enrolled in the course(s) you selected." A table lists the enrolled courses:

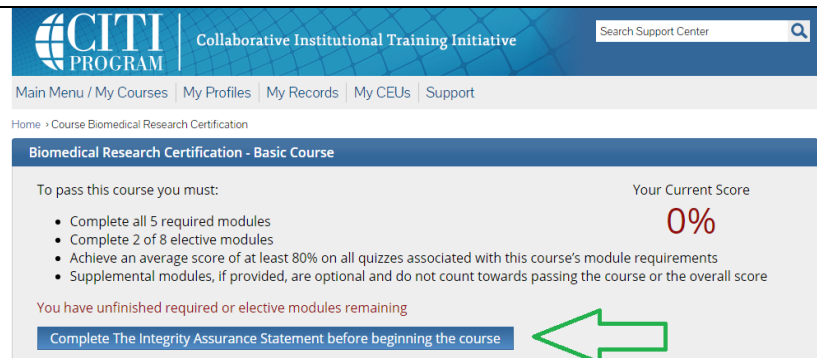
Course	Status	Completion Record	Survey
Biomedical Research Certification	Not Started	Not Earned	
CITI Good Clinical Practice	Not Started	Not Earned	
IRB Members	Incomplete	Not Earned	

A green arrow points to the "Biomedical Research Certification" course. Below the table, there is a section titled "My Learner Tools for Thomas Jefferson University" with links: Add a Course, Remove a Course, View Previously Completed Coursework, Update Institution Profile, and Remove Affiliation.

Step 6.

Begin by completing The Integrity Assurance Statement.

Choose your elective modules based on the types of research you anticipate conducting in the near future.



The screenshot shows the "Biomedical Research Certification - Basic Course" page. It displays the requirements to pass the course:

- Complete all 5 required modules
- Complete 2 of 8 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

The current score is 0%. A message states: "You have unfinished required or elective modules remaining." A green arrow points to the "Complete The Integrity Assurance Statement before beginning the course" button.

Step 7.

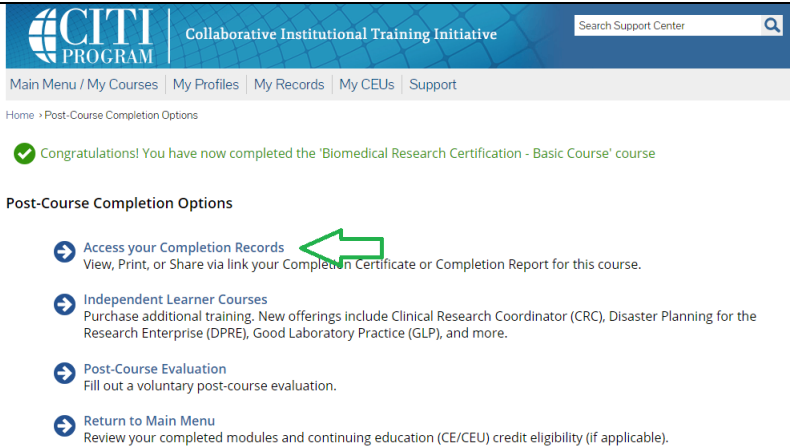

Once you have finished your last course, you will see a message of Congratulations!

Click on **View Post-Course Completion Options** to obtain your certificate of completion.



The screenshot shows the post-course completion options page. It displays a message: "Congratulations! You have now completed the Biomedical Research Certification - Basic Course course." Below this, there are two links: "View Post-Course Completion Options" and "Submit a comment about this exam". A green arrow points to the "View Post-Course Completion Options" link. At the bottom, there is a footer with links: Accessibility, Copyright, Privacy Notice, Terms of Service, and Contact Us.

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<p>Step 8.</p> <p>A copy of your course completion certificate will be sent to the email you used to register your account.</p> <p>Forward this email to ALarsen@willseye.org.</p> <p>OR</p> <p>Click Access your Completion Records and send the link to ALarsen@willseye.org.</p>	 <p>The screenshot shows the CITI Program interface. At the top, there's a header with the CITI PROGRAM logo and 'Collaborative Institutional Training Initiative'. Below the header, there's a navigation bar with links: Main Menu / My Courses, My Profiles, My Records, My CEUs, and Support. A green checkmark icon indicates successful completion of the 'Biomedical Research Certification - Basic Course'. Under the heading 'Post-Course Completion Options', there are four links with arrows: 'Access your Completion Records' (highlighted with a green arrow), 'Independent Learner Courses', 'Post-Course Evaluation', and 'Return to Main Menu'.</p>
<p>Step 9.</p> <p>At any time, you can log into CITI and access your certificates.</p> <p>When you are ready to complete a Refresher course, log into CITI and click on "Add a Course."</p> <p>Follow these instructions beginning with Step 4.</p>	 <p>The screenshot shows the CITI Program interface. At the top, there's a header with the CITI PROGRAM logo and 'Collaborative Institutional Training Initiative'. Below the header, there's a navigation bar with links: Main Menu / My Courses, My Profiles, My Records, My CEUs, and Support. Under the heading 'Main Menu / My Courses', there's a table titled 'Thomas Jefferson University Courses'. The table has columns: Course, Status, Completion Record, and Survey. The rows are: Biomedical Research Certification (Status: Passed 31-Jan-2018, Completion Record: View-Print-Share), CITI Good Clinical Practice (Status: Not Started, Completion Record: Not Earned), and IRB Members (Status: Incomplete, Completion Record: Not Earned). Below the table, there's a section titled 'My Learner Tools for Thomas Jefferson University' with a list of links: Add a Course (highlighted with a green arrow), Remove a Course, View Previously Completed Coursework, Update Institution Profile, and Remove Affiliation.</p>

The IRB will accept current certificates of completion for the same course(s) issued by CITI through another institutional affiliation, for example if you already completed the CITI Basic Biomedical and Good Clinical Practices courses during your residency or fellowship.

Other coursework completed outside of the CITI Program may be accepted on a case-by-case basis.

If you have questions or concerns, contact the IRB Office at (215) 440-3145 or IRB@willseye.org.