

BRI IRB Ethics Training

Instructions to Register for the CITI Modules

BACKGROUND

The BRI IRB has limited the required Ethics Training to one program, the CITI Modules, for the following reasons:

1. To ensure standardized training,
2. It is a web-based program, accessible 24/7,
3. The CITI modules provide electronic documentation of completion directly to Clinical Research Program personnel,
4. The CITI Developers Group meets semi-annually to review and update the courses and to develop new initiatives for the program, and
5. Approximately 725 institutions and facilities around the world currently use the CITI program.

The CITI Online Tutorial consists of four different learner's "groups", each focused on a different aspect of bioethics and human subjects research: (*You only need to complete one of the four "groups"*).

1. **Biomedical Research Personnel** - *This course is suitable for Students, Investigators and staff conducting BIOMEDICAL RESEARCH with human subjects. The VA module must be completed if you plan to work with subjects at a VA facility.*
2. **Social & Behavioral Research Personnel** - *This course is suitable for Students, Investigators and staff conducting Social & Behavioral Research with human subjects.*
3. **Data or Specimens Only Research Personnel.**
4. **BRI IRB Members.** (Only if you are a member of the BRI IRB)

WHAT DO I NEED TO COMPLETE?

1. All new "key personnel" will be required to complete the "*Basic CITI Course in the Protection of Human Research Subjects*" (Basic Course).
2. All "key personnel" that completed the "Basic Course" over 2 years ago must complete the CITI "*Refresher Course in the Protection of Human Research Subjects*" (Refresher Course).
3. Any "key personnel", who have never completed the "*Basic Course*", must complete it.

WHO IS CONSIDERED KEY PERSONNEL?

Persons responsible for one or more of the following:

- a. Day-to-day protocol decision-making related to the study conduct;
- b. Participant recruitment, selection and eligibility;
- c. Clarification of the complexities of the protocol to the participant and others;
- d. Collecting participant information and entering data using procedures to maintain privacy and confidentiality;
- e. Ensuring that the rights and welfare of participants are monitored throughout the study.

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DO I QUALIFY FOR AN EXCEPTION?

An exception is available for "key personnel" that have completed ethics training at their own institution (outside VM/BRI). The institution must have a current Federalwide Assurance (FWA) and documentation of training for each person must be provided to the BRI IRB office. Documentation may be either via paper/e-mail, or by providing a web-link to your institution's ethics training listing.

HOW DO I REGISTER?

1. Go to www.citiprogram.org
2. Click **Register Here** next to where it indicates "New User".
3. Under "**Participating Institutions:**" choose "Virginia Mason (VM)/ Benaroya Research Institute at Virginia Mason (BRI)" and then click the **Submit** button. Then follow the prompts to complete the registration process. *[Note: If you have questions regarding the appropriate learner's "group" (see above) for which to register, please call the IRB office (206) 341-0787 for guidance.]*
4. Once registered, you will be taken to the "Learner's Menu".
5. Scroll down the page to "My Courses". Under "Status" you will see **Not Started – Enter**. To begin, you need to click on **Enter** to start the course.
6. You will be directed to the "Human Research Grade Book" page. A list of the required modules will appear. Click on **Take the next required module** to start each module.
7. Simply follow the instructions to complete each module. Tests are located at the bottom of each module.
8. You will need to score 80% or better on each module to fulfill this requirement. If you do not score 80%, you can back up and take the test as many times as you need with no penalty.
9. When you have completed all required modules, a certificate of completion will be automatically e-mailed to you, the IRB and CRP Offices.
10. During the course of completing the modules, if you need assistance please contact the CITI Office at the University of Miami at 305-243-7970 or by e-mail at citisupport@med.miami.edu

HOW DO I COMPLETE THE "REFRESHER" COURSE?

Recertification for CITI training must be completed every 2 years. If you received notification that as "key personnel" on one or more research studies at VM and/or BRI, you will need to take the CITI "refresher course" at this time. To do so:

1. Go to www.citiprogram.org

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2. Under "Login" enter your username and password. If you don't have these see the next section.
3. Once registered, you will be taken to the "Learner's Menu".
4. Scroll down the page to "My Courses". Under "Status" you will see **Not Started – Enter**. To begin the "Refresher Course", you need to click on **Enter** to start.
5. You will be directed to the "Human Research Grade Book" page. A list of the required "refresher" modules will appear. Click on **Take the next required module** to start each module.
6. Short "refresher" tests are located at the bottom of each module.
7. You will again need to score 80% or better on each module to fulfill this requirement. If you do not score 80%, you can back up and take the test as many times as you need with no penalty.
8. When you have completed all required modules, a certificate of completion for the "Refresher Course" will be automatically e-mailed to you, the IRB and CRP Offices.

WHAT IF I LOST MY USERNAME AND PASSWORD?

If you do not remember your username and/or password, follow these steps:

1. Go to www.citiprogram.org. Click on **Forgot username or password?**
2. Once there, you will be asked "**If you forgot your username:**" to enter your email and request your username be emailed to you.
3. You have the option to request your password as well by answering the questions under "**If you forgot your password:**"

NOTE: Your **username** and **email address** used to complete the Basic CITI ethics course is located on the top of your original course completion certificate. Contact the CRP office at: crp@benaroyaresearch.org if you need assistance.

HOW DO I OBTAIN CME CREDITS?

Six (6) Category I CME credits are available for Physicians, Physician's Assistants, Nurse Practitioners and Psychologists who complete the "Basic Course". The credits are available through the University of Miami Office Continuing Medical Education for a handling fee of \$60.00.

Two (2) Category I CME credits are available for Physicians, Physician's Assistants, Nurse Practitioners and Psychologists who complete the "Refresher Course", for a handling fee of \$30.00.

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Please call (305) 243-6716 for information specific to CME credits or see the CITI web-site link <https://www.citiprogram.org/citidocuments/cme/index.htm> for additional instructions.