The Christ Hospital IRB **Number:** 3.12
Submitted By: Erica Jones, CIP **Effective Date:** 08/24/07
Approved By: Steve Roberts, MD **Revised/Reviewed Date:** 05/23

STANDARD OPERATING PROCEDURE

Education of IRB Staff/Board Members/Investigators/Research Staff

POLICY:

It is the policy of TCH IRB to assure education is provided to its staff, board members, investigators and research staff (those having direct patient contact, analyzing data, etc.). If you have any questions, please contact the IRB. To that end, the IRB provides the following:

- Continuing education through a web-based training course, the Collaborative IRB Training Initiative (CITI) Course in the Protection of Human Research Subjects. IRB board members, staff and investigators must provide documentation that this course has been completed by submitting a certificate of completion to the IRB Office. A composite score of 80% or above is required by TCH IRB to assure adequate comprehension. This course must be completed every 3 years. IRB board members, staff and investigators have until December 31st, of the renewing year to complete the refresher CITI courses.

  If an investigator submits a protocol for approval or continuing review and has not taken the CITI course, the investigator must be removed from the study.

- Monthly research newsletters and periodicals are distributed with the monthly meeting packets to the IRB members to keep members abreast of new and developing issues in the realm of human research protection.

- Opportunity to attend local IRB continuing education conference every fall.

- IRB Chair and/or Board Member and an IRB staff member attend PRIM&R conference at least every 2 years, and the AAHRPP conference annually.

- IRB Chair and Staff are required to complete annual training in (1) Non-Compliance reporting and (2) Unanticipated Problems Involving Risks to Subjects or Others reporting. Training is documented in the *IRB Office Training Log.*

PROCEDURE

I. CITI Course

1. See current CITI Instructions Manual found on TCH IRB Forms and Policies

IRB STAFF

1. The IRB staff must assure that all Board members, investigators and research staff have completed the CITI course. A copy of the verification of the completion of the course

must be on file in the IRB office before a study may be activated or approved for annual review.
2. When an email is received documenting completion of the course by an investigator, research staff or IRB member, the completion date is entered into the CITI Course Log database.
3. New investigators, research staff and/or board members must be sent the CITI instructions manual for completing the course.

II. Newsletters/Publications

IRB STAFF

1. Assures that subscriptions are budgeted for and ordered annually.
2. Distributes publications to IRB members monthly with the IRB packets.

IRB MEMBERS

1. Utilizes publications received with IRB packet to keep abreast of new developments in the realm of human research protection.

III. Continuing Education Programs

IRB STAFF

1. Provides information to IRB members each fall on local continuing education conference and strongly encourages attendance; The Christ Hospital pays the cost of attending these programs.
2. Registers IRB members wishing to attend conference.
3. Keeps records of those who have attended conferences.
4. Completes annual non-compliance reporting training and records it on the *IRB Office Training Log*.

IRB MEMBERS

1. Informs IRB staff that he/she desires to attend local conference.
2. Provides information for conference registration and submits records of attendance to IRB staff upon completion, if applicable.