JHM IRB CITI Training Update

STEP BY STEP GUIDE

Update

- On January 10, 2022 improvements are being implemented to the enrollment process for required human subject compliance training.
- The CITI (Collaborative Institutional Training Initiative) site will now feature a new JHU SOM IRB training page designed to help JHU SOM affiliates select the courses they need to complete to maintain compliance with requirements.
- Included here is a step by step guide to help you navigate completion of the following training:
  - Initial IRB Compliance Training (Human Subjects Research-Biomedical Research Training [previously Basic Human Subjects Research]), Conflict of Interest and Researchers [previously Health Privacy Issues for Researchers]
  - Initial IRB Compliance Training with Good Clinical Practice Training
  - Only Good Clinical Practice Training
  - Recertification requirements for Principal Investigators and Study Team Members

What Changed?

- Prior to 01/10/2022, to enroll in required compliance training you have to enroll in each course in myLearning and were then directed to take the courses in CITI.

- As of 01/10/2022, you will now be able to select one course bundle in MyLearning for initial IRB compliance training. You will then be directed to the CITI program to confirm the desired course and it will populate in your CITI profile.

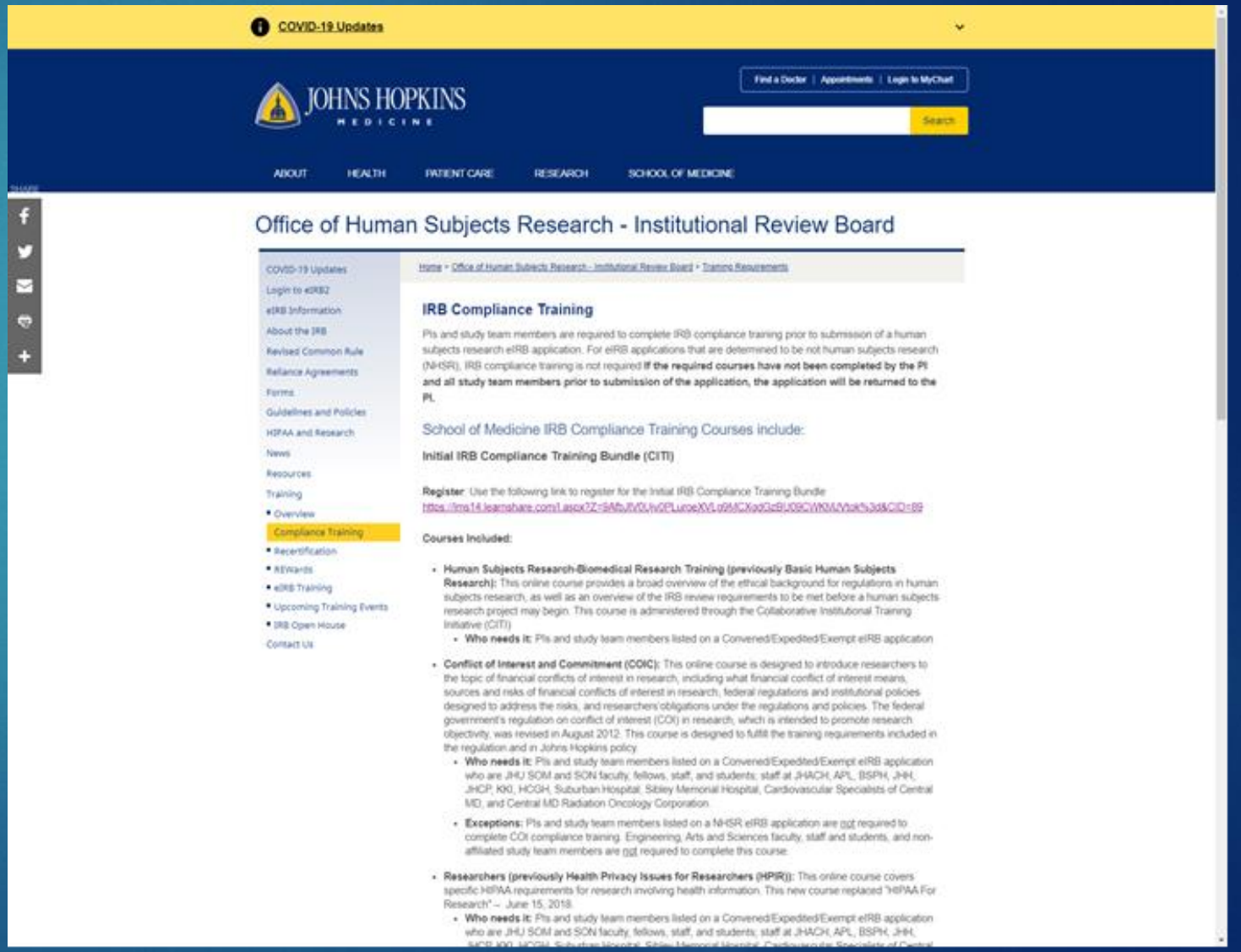
Advantages

- The update will eliminate the repetitive steps of right clicking on each course in myLearning to add it to your CITI profile then completing the courses in CITI.

- To help lessen the confusion of which courses to take, course names in CITI will now correspond to the course names in myLearning.

Update to IRB Website

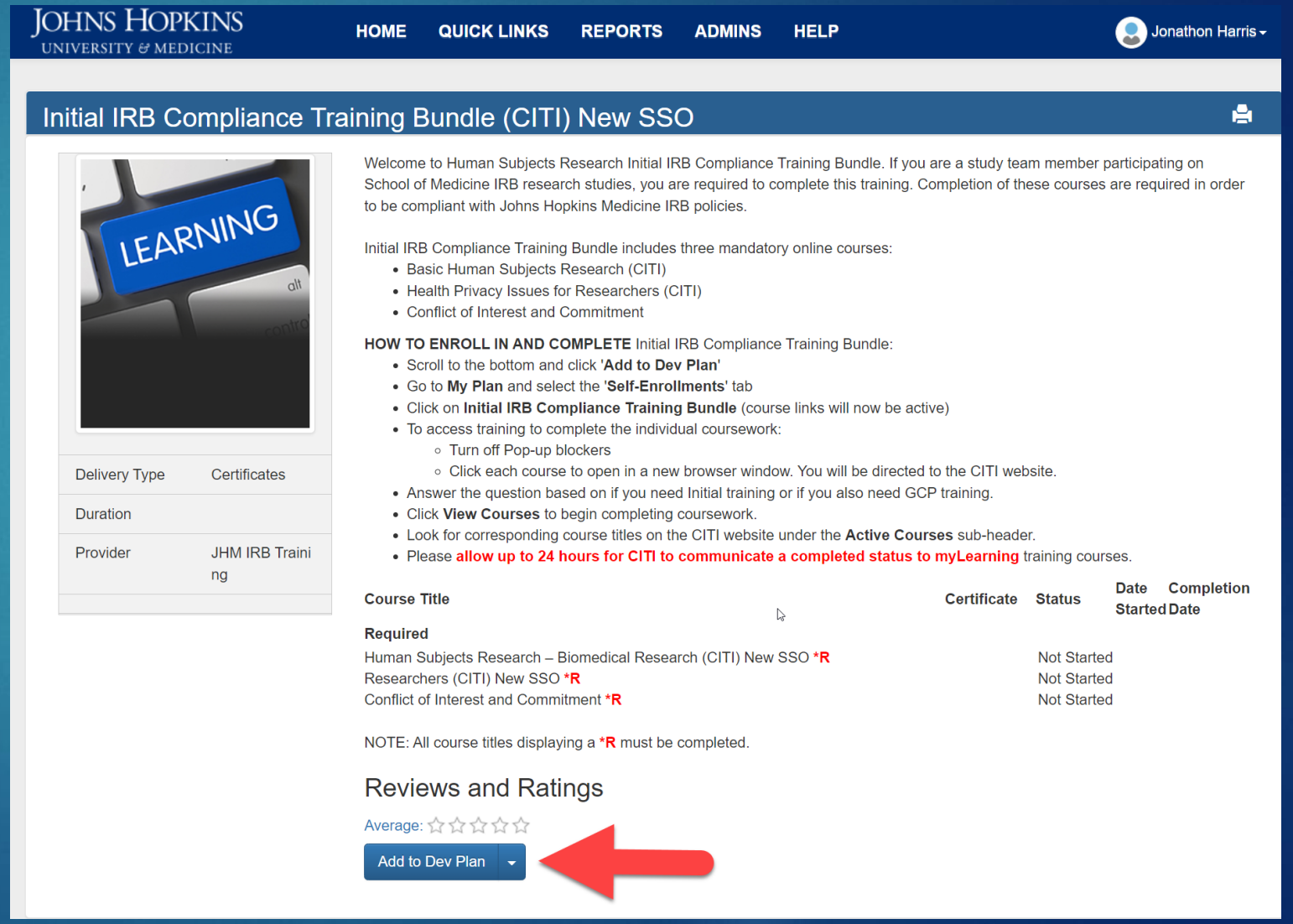
- Go to https://www.hopkinsmedicine.org/institutional_review_board/training_requirements/ to review SOM's IRB compliance training guidelines and links to each bundle. Once you have determined the course needed, click on the course link and you will be directed to myLearning.
- PIs and study team members can easily access the right courses in myLearning by clicking these links



How to Enroll in Initial IRB Compliance Training

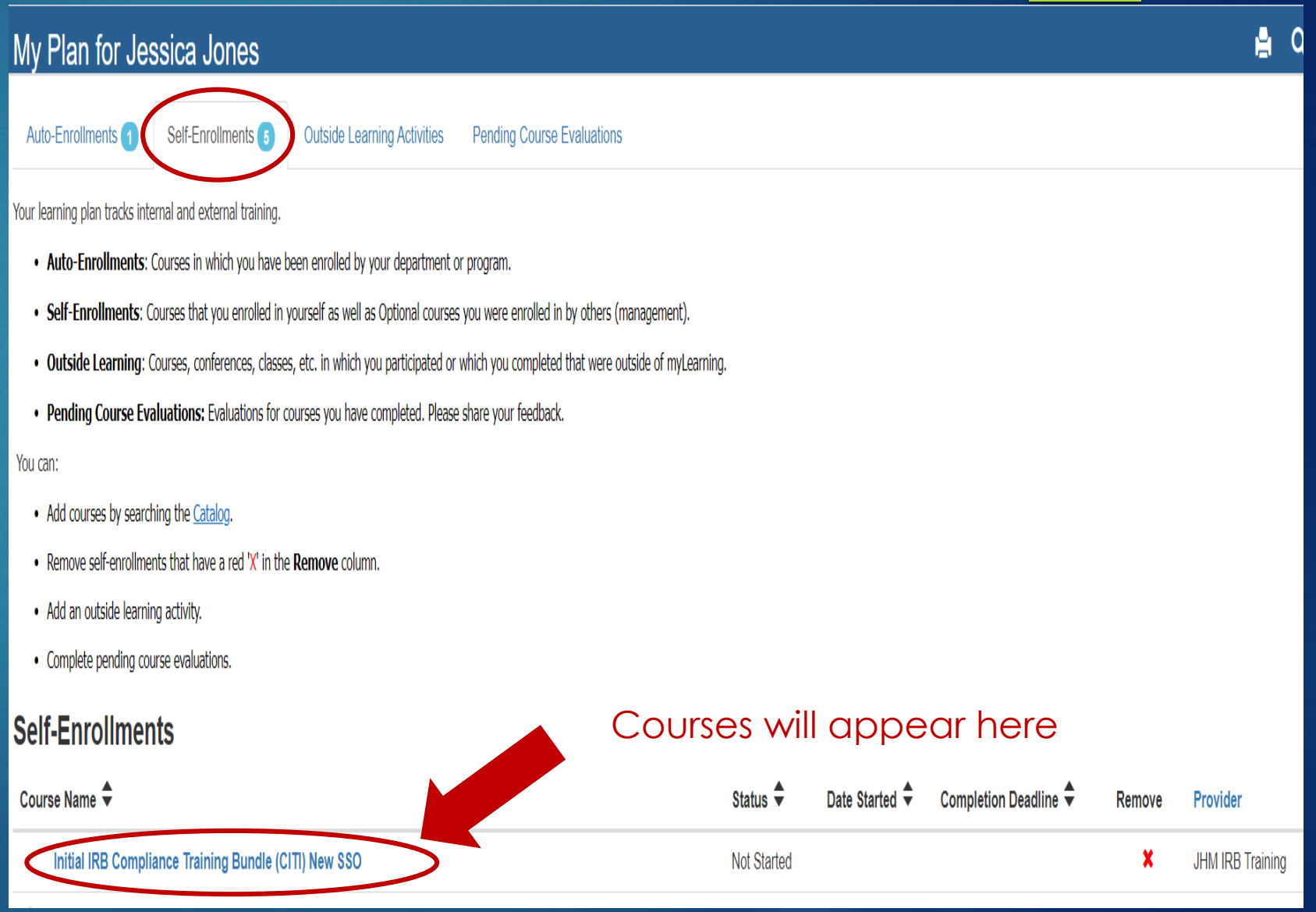
Step 1 – Enrolling in Courses

- To enroll in the initial IRB compliance training, first log in to myLearning.
- Search "Initial IRB Compliance Training Bundle" select it when it appears.
- Click on "Add to Dev Plan" at the bottom of the screen.
- You must select "Add to Dev Plan" to ensure the course is added to your plan.



Step 2 – Adding Courses to Your Plan

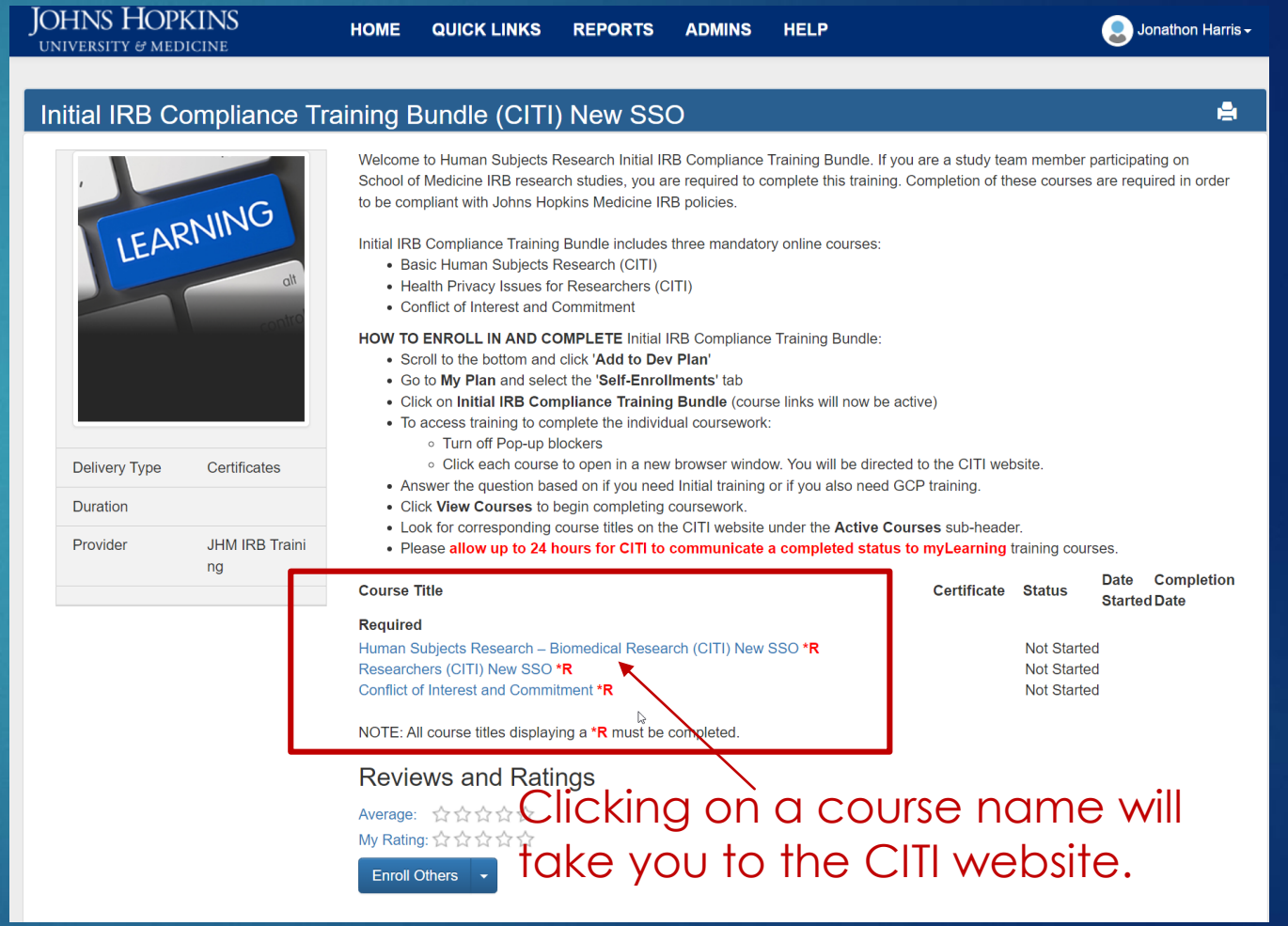
- You can view the added courses by going to the "My Plan" screen in myLearning and from there select the 'Self-Enrollments' tab
- Select the course under 'Course Name'



Step 3 – Accessing Courses

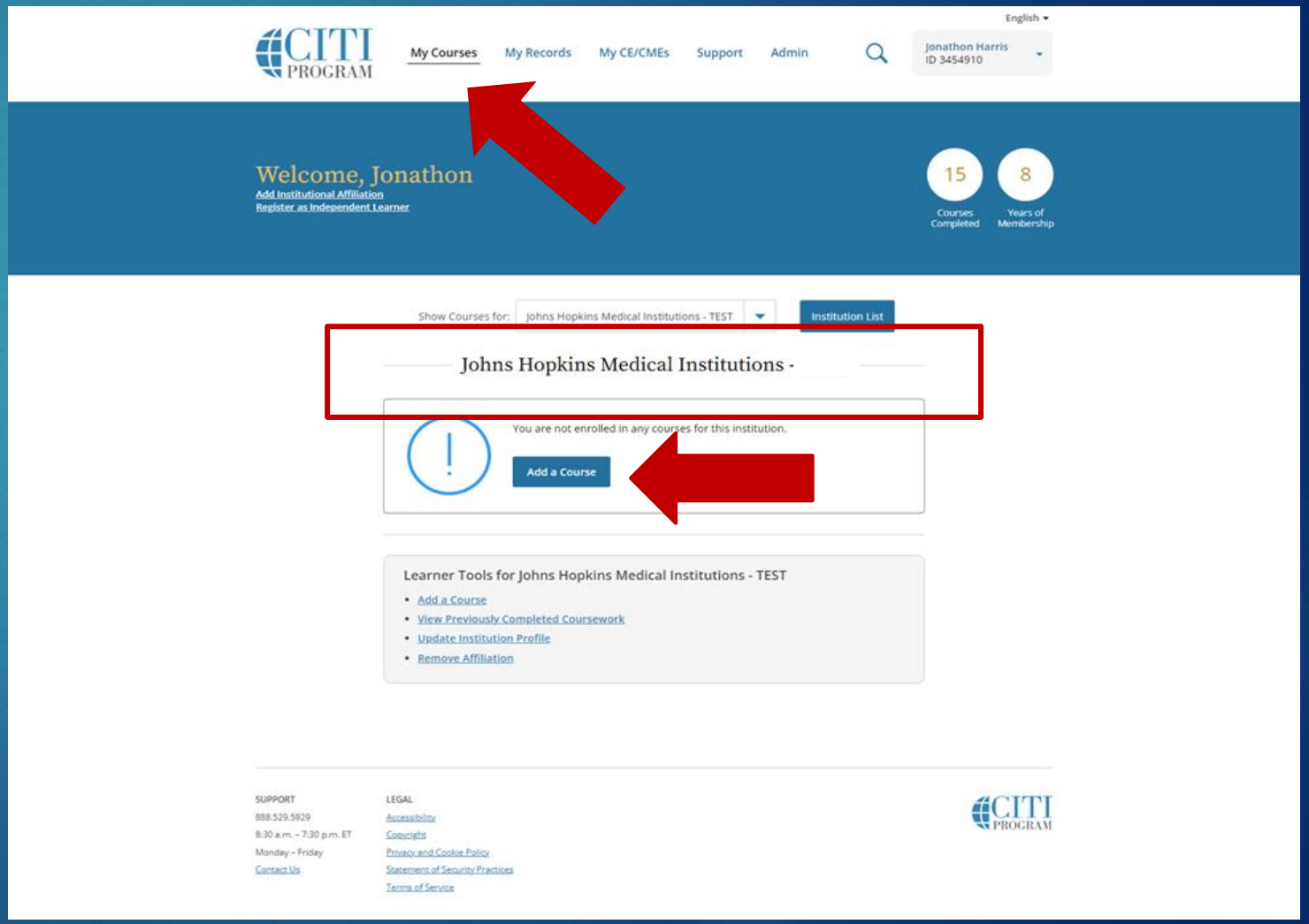
To access the specific courses within the bundle:

- Turn off Pop-up blockers
- Click on Human Subjects Research – Biomedical Research (Previously Basic Human Subjects Research) or Researchers (Previously Health Privacy Issues for Researchers) to open the course in CITI.
  - Human Subjects Research-Biomedical Research course and the Researchers course will take you to the CITI page
- Conflict of Interest and Commitment course will be completed in myLearning
- You must complete Human Subjects Research-Biomedical Research course and the Researchers course in CITI and complete Conflict of Interest and Commitment in myLearning to get the full credit for the bundle



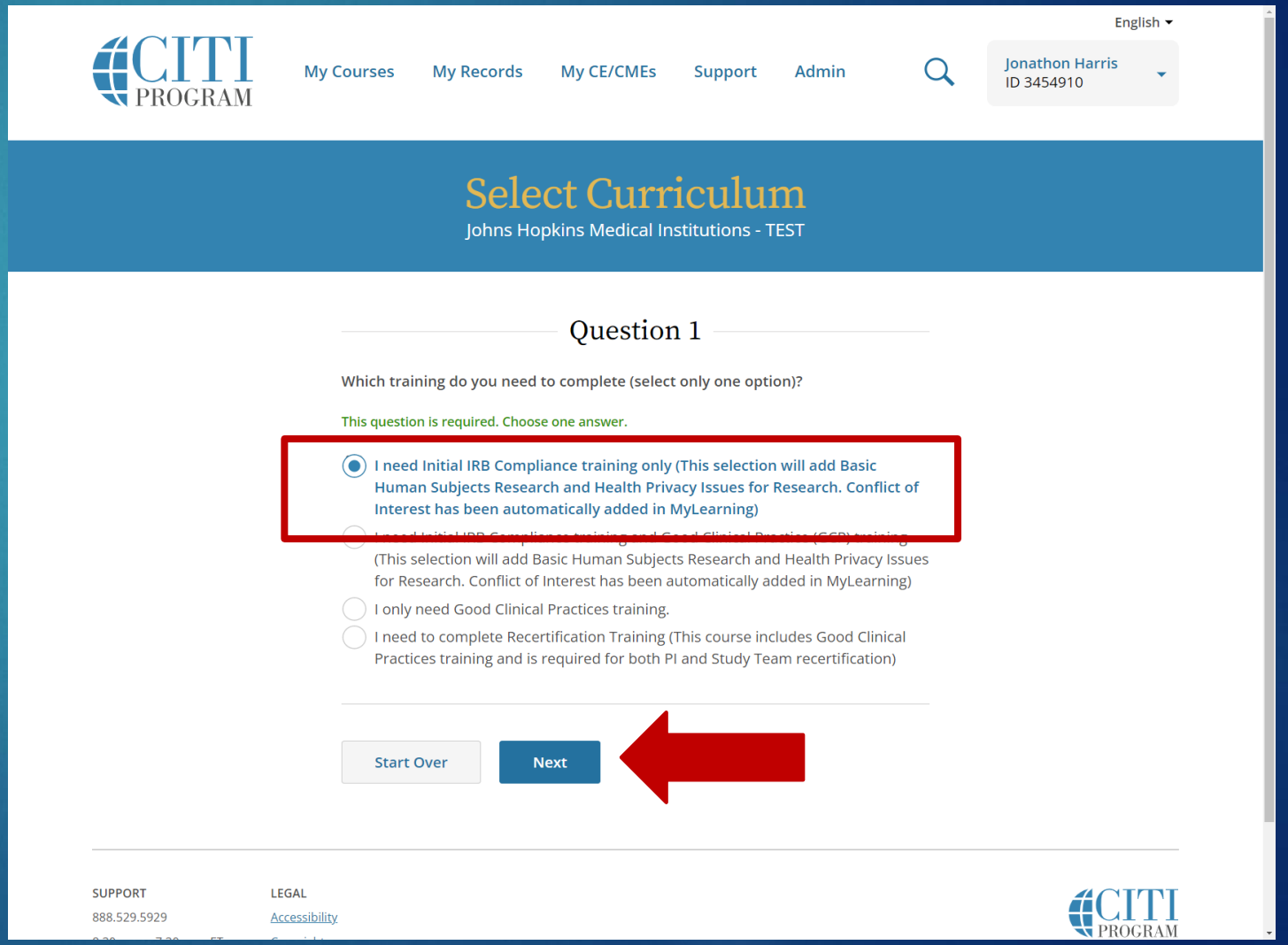
Step 4: Adding Courses in CITI

- Once you click on Human Subjects Research-Biomedical Research course or the Researchers course in myLearning, you will be directed to https://about.citiprogram.org/
- SOM affiliates should select "Johns Hopkins Medical Institutions" as their institution from the drop down list
- Select "My Courses" at the top of the page and click add a course



Step 5- Confirming Your Course Selection in CITI

- If you only need Initial IRB Compliance Training, select the first option. This option does not include Good Clinical Practice (GCP) training.
- Select "Next" to view the individual courses



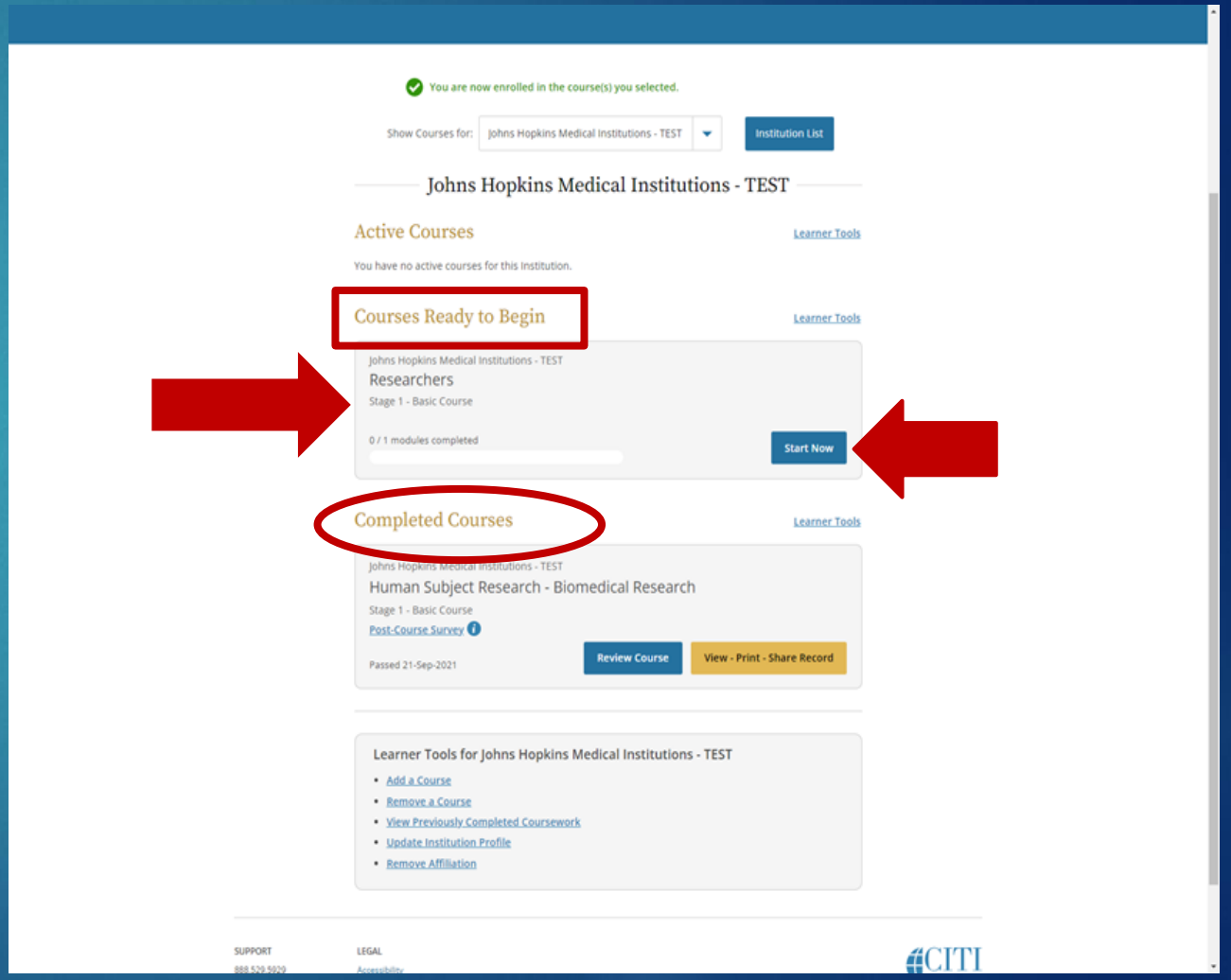
Step 6- Completing Initial IRB Compliance Training

- Select "Start Now" to begin a course.

  Course titles that need to be completed-

  - Human Subject Research-Biomedical Research
  - Researchers

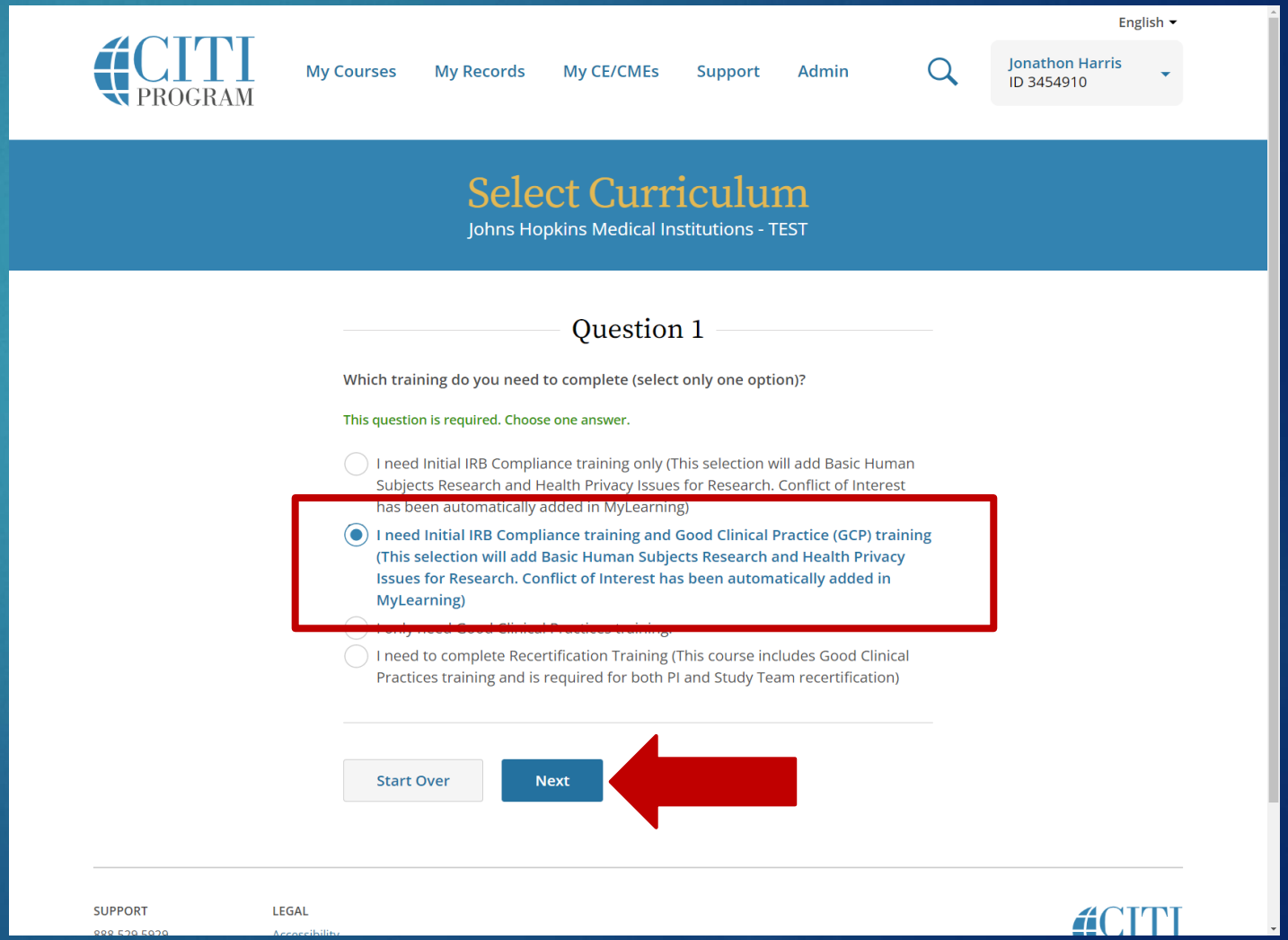
- Reminder: Conflict of Interest and Commitment (COIC) is not taken in CITI. COIC is taken in myLearning and will be automatically included on the "My Plan" page in myLearning when you add the bundle to your development plan.
- Once courses are complete, they will appear under "Completed Courses". Certificates will be available in myLearning approximately 24 hours after course completion.
- Reminder: The certificate for the three course bundle will not be available until all courses have been completed in CITI and myLearning



How to Enroll in Initial Compliance and GCP Training

Step 5- Confirming Your Course Selection in CITI

- Complete steps 1-4 to enroll in and complete Initial IRB Compliance Training
- Select the second option if you need Initial IRB Compliance Training and Good Clinical Practice (GCP) training.
- Select "Next" to view the individual courses.

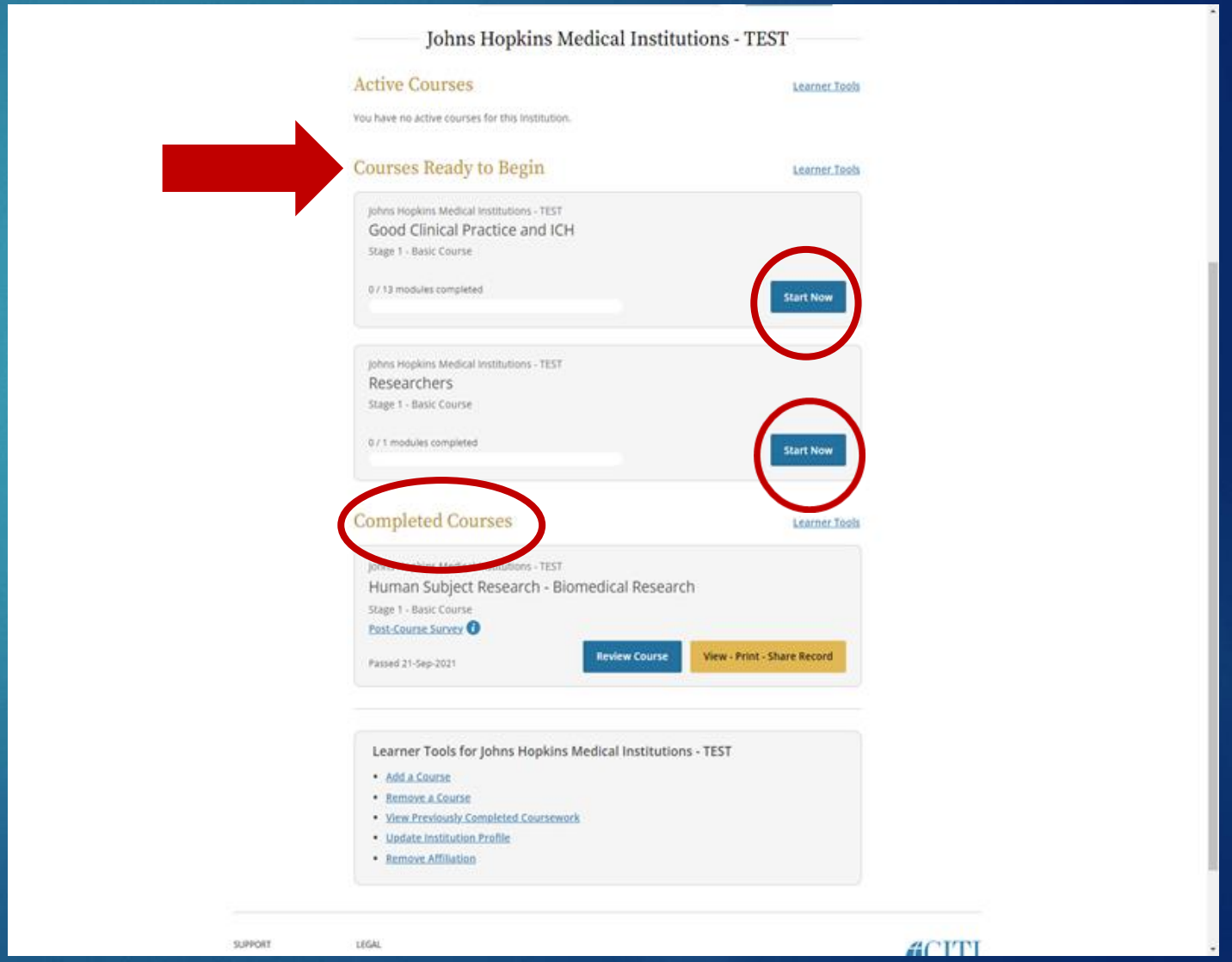


Step 6-Initial Compliance and GCP Training

- Select "Start Now" to begin a course.

  Course titles that need to be completed-

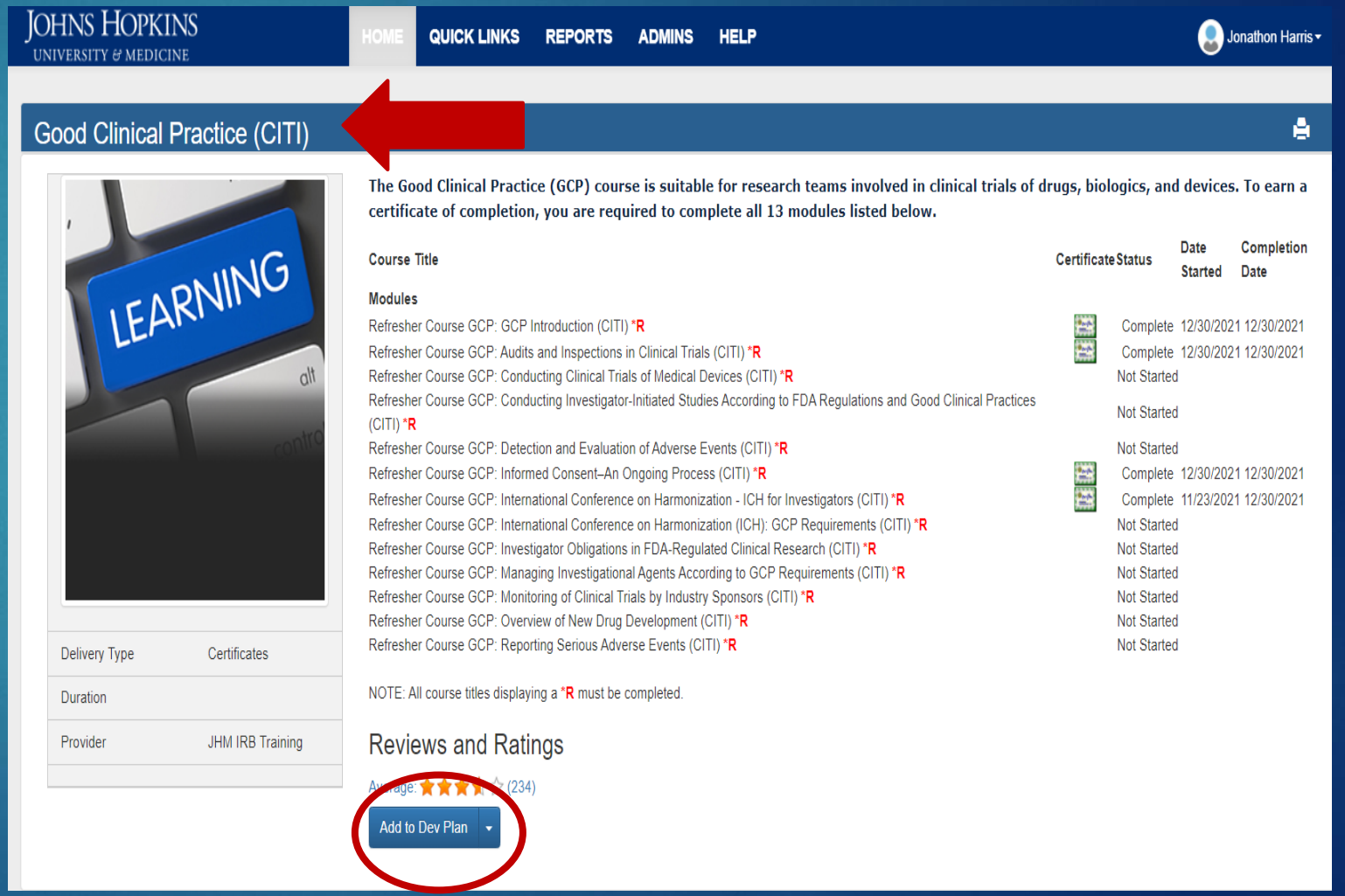
  - Human Subject Research-Biomedical Research
  - Researchers
  - Good Clinical Practice & ICH
- Reminder: Conflict of Interest and Commitment (COIC) is not taken in CITI. COIC is taken in myLearning and will be automatically included on the "My Plan" page in myLearning when you add the bundle to your development plan.
- Once courses are completed, they will appear under "Completed Courses". Certificates will be available in myLearning approximately 24 hours after course completion.
- Reminder: The certificate will not be available until all courses have been completed in CITI and myLearning



How to Enroll in Only GCP Training

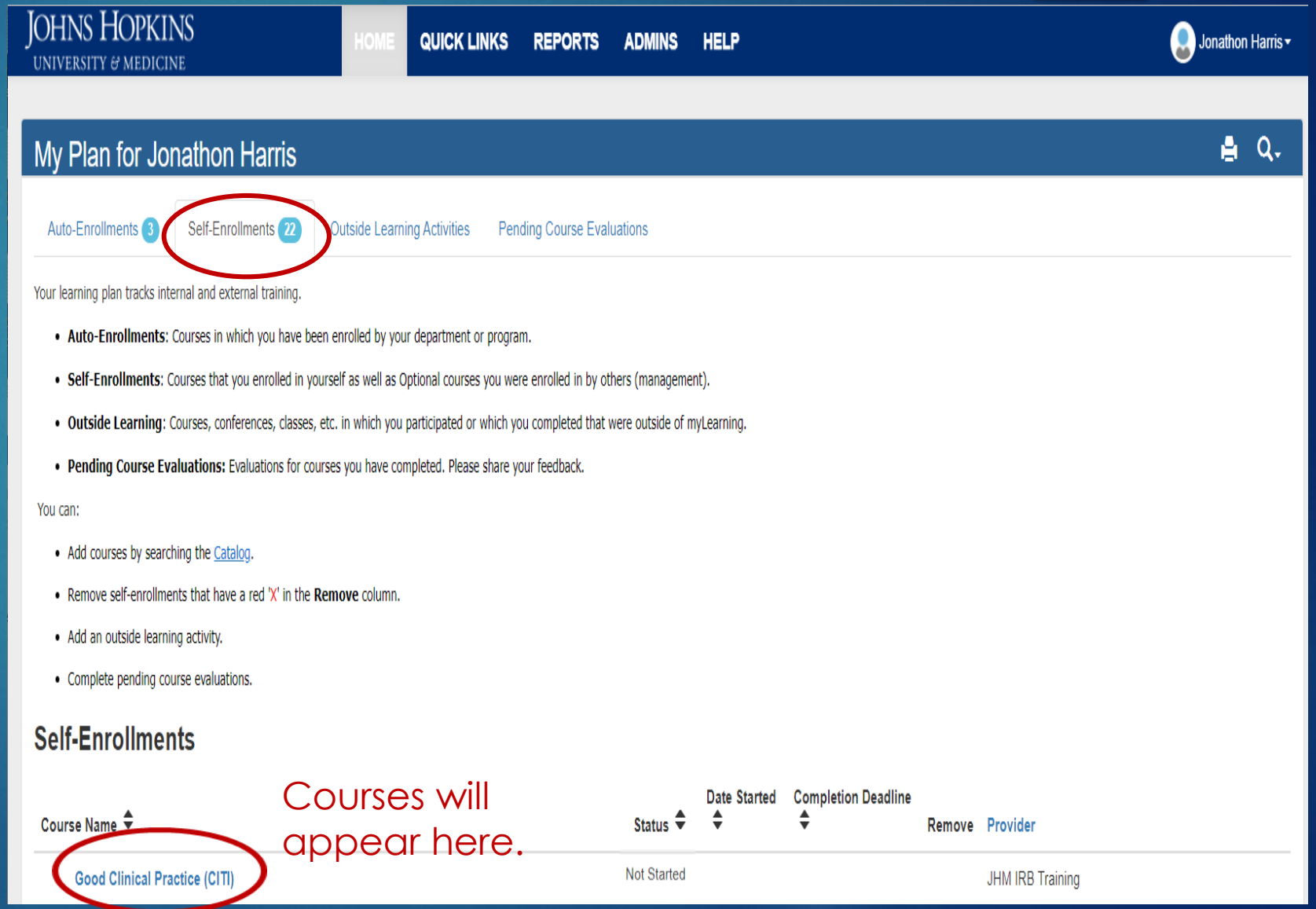
Step 1 – Enrolling in Courses

- To enroll in the Good Clinical Practice (GCP) Training, first log in to myLearning
- Search "Good Clinical Practice" and select it when it appears.
- Click on "Add to Dev Plan" at the bottom of the screen.



Step 2 – Adding Courses to Your Plan

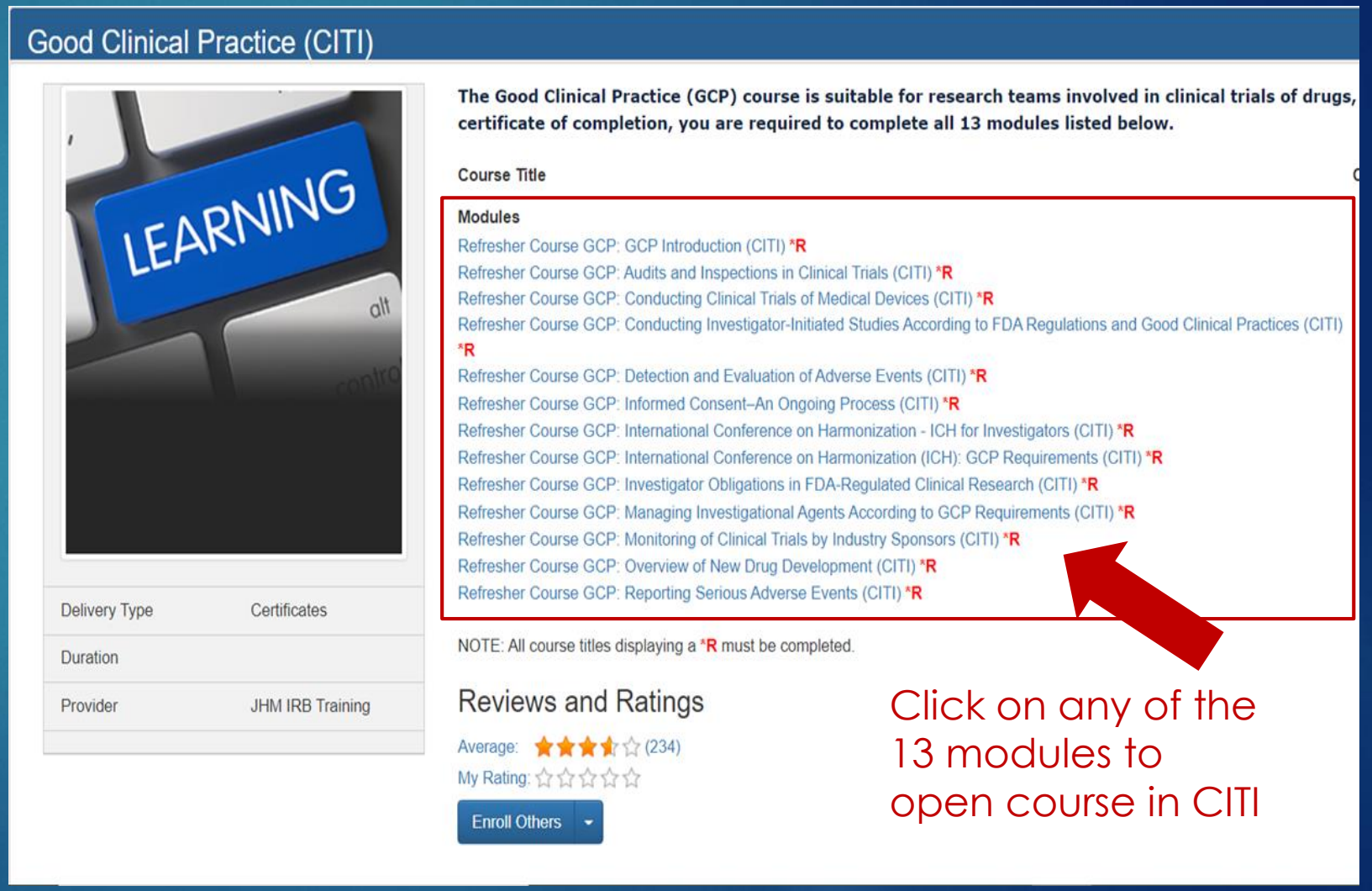
- You can view the added courses by going to the "My Plan" screen in myLearning and from there select the 'Self-Enrollments' tab
- Click on the course name under 'Course Name'



Step 3 – Accessing Courses

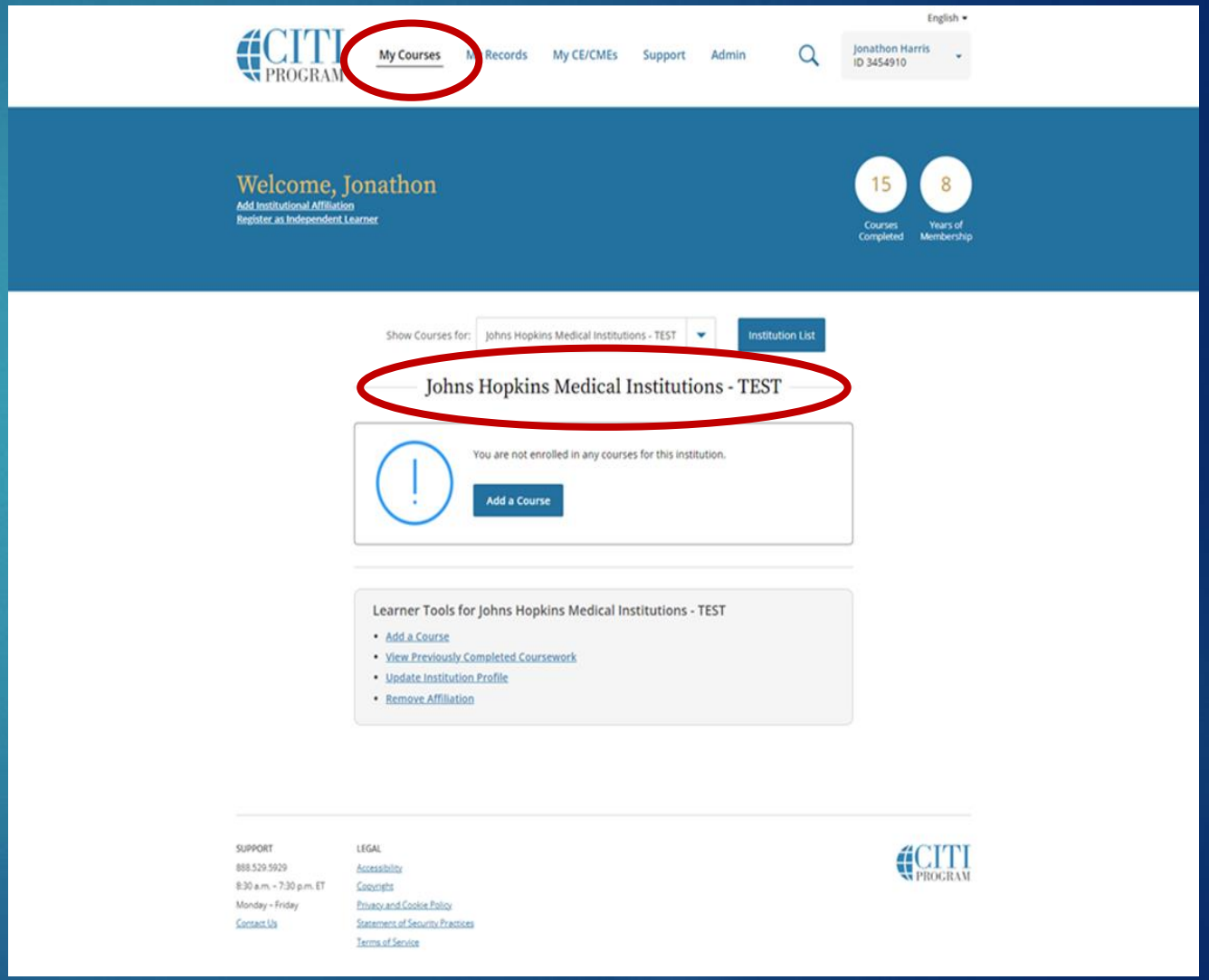
To access course:

- Turn off Pop-up blockers
- Click on any of the 13 modules to open course in CITI.



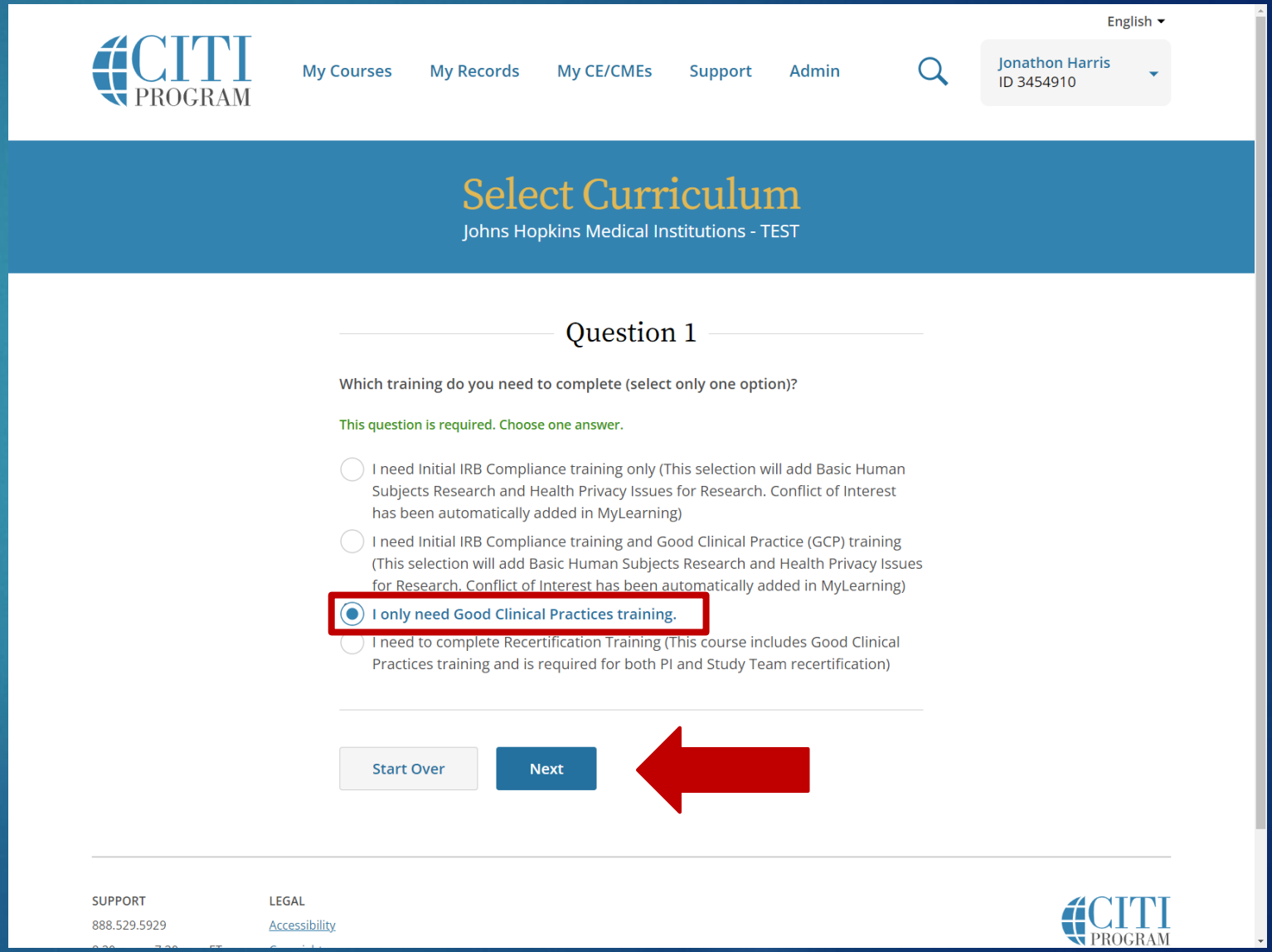
Step 4 – Adding Courses in CITI

- Once you click on one of the 13 modules in myLearning, you will be directed to https://about.citiprogram.org/
- SOM affiliates should select "Johns Hopkins Medical Institutions" as their institution from the drop down list
- Select "My Courses" at the top of the page and add a course



Step 5 – Confirming Your Course in CITI

- Select the third option if **ONLY** Good Clinical Practice (GCP) Training is needed.
- Select "Next" to view the individual course.

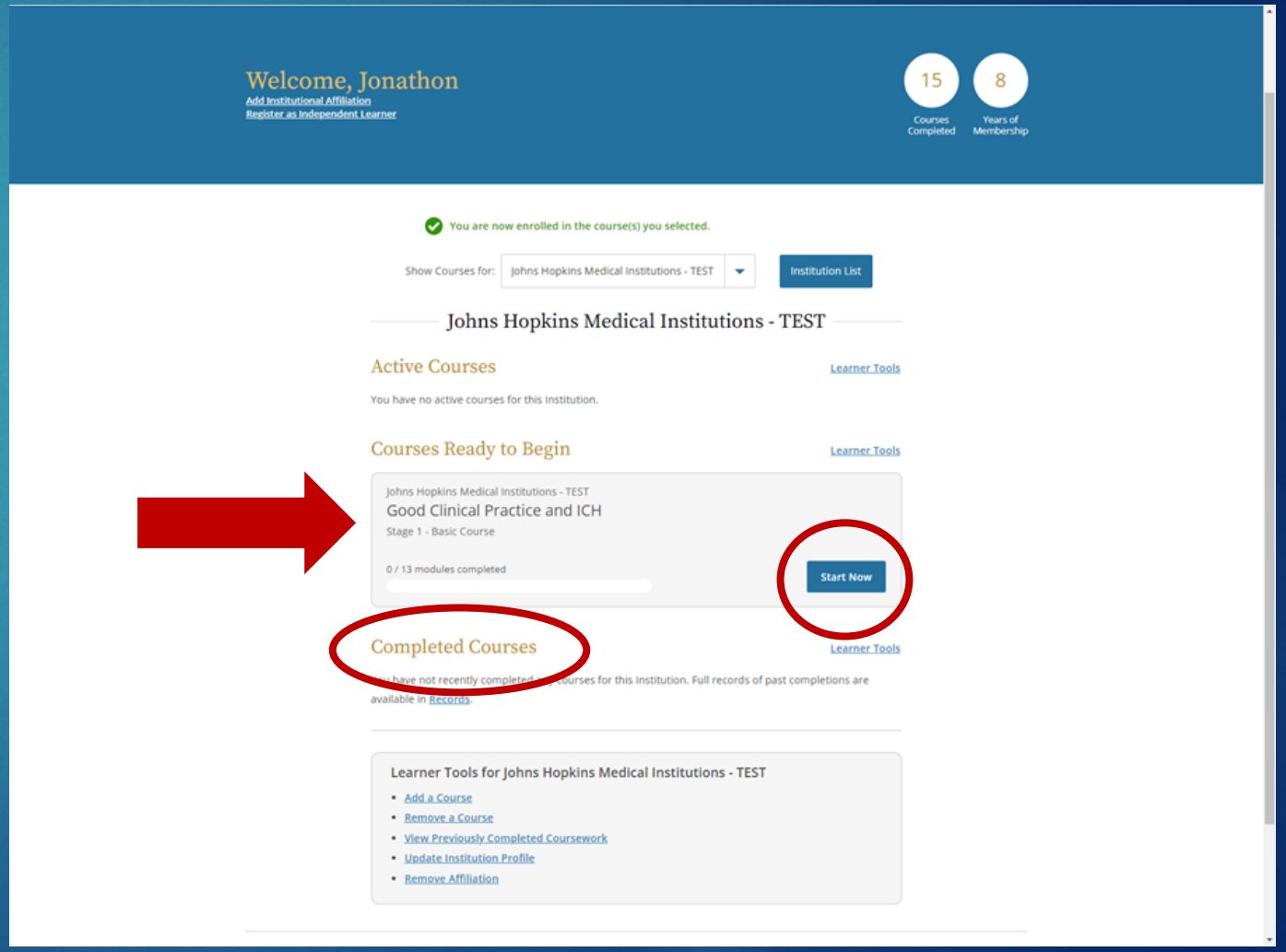


Step 6 - GCP Training Only

- Course will be located under "Courses Ready to Begin". Select "Start Now" to begin.

  Course titles that need to be completed-

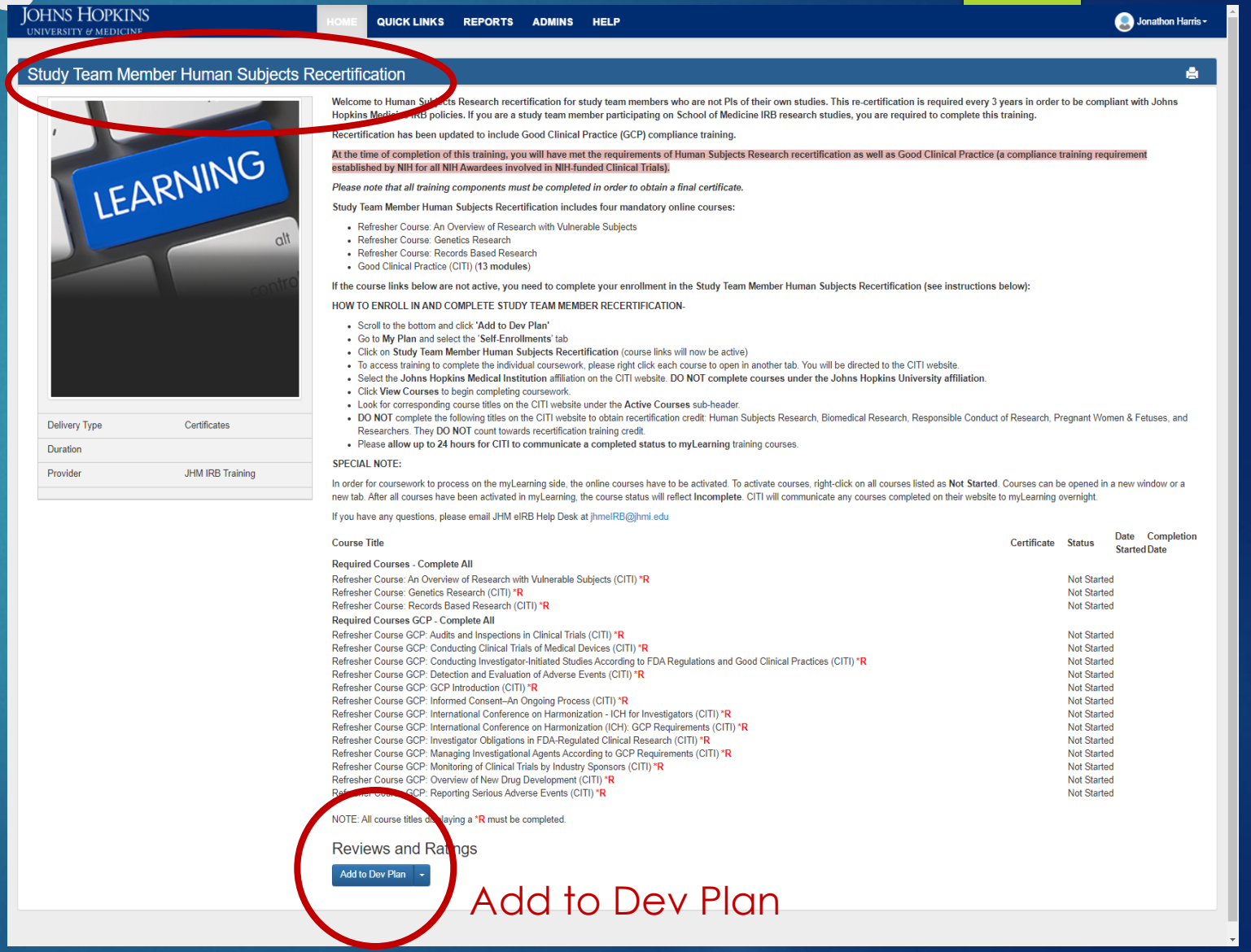
  - Good Clinical Practice and ICH
- The Good Clinical Practice and ICH course consists of 13 individual modules.
- Once modules are completed, they will appear under "Completed Courses".
- Certificates will be available in myLearning approximately after 24 hours after course completion.



How to Enroll in Principal Investigator and Study Team Member Recertification

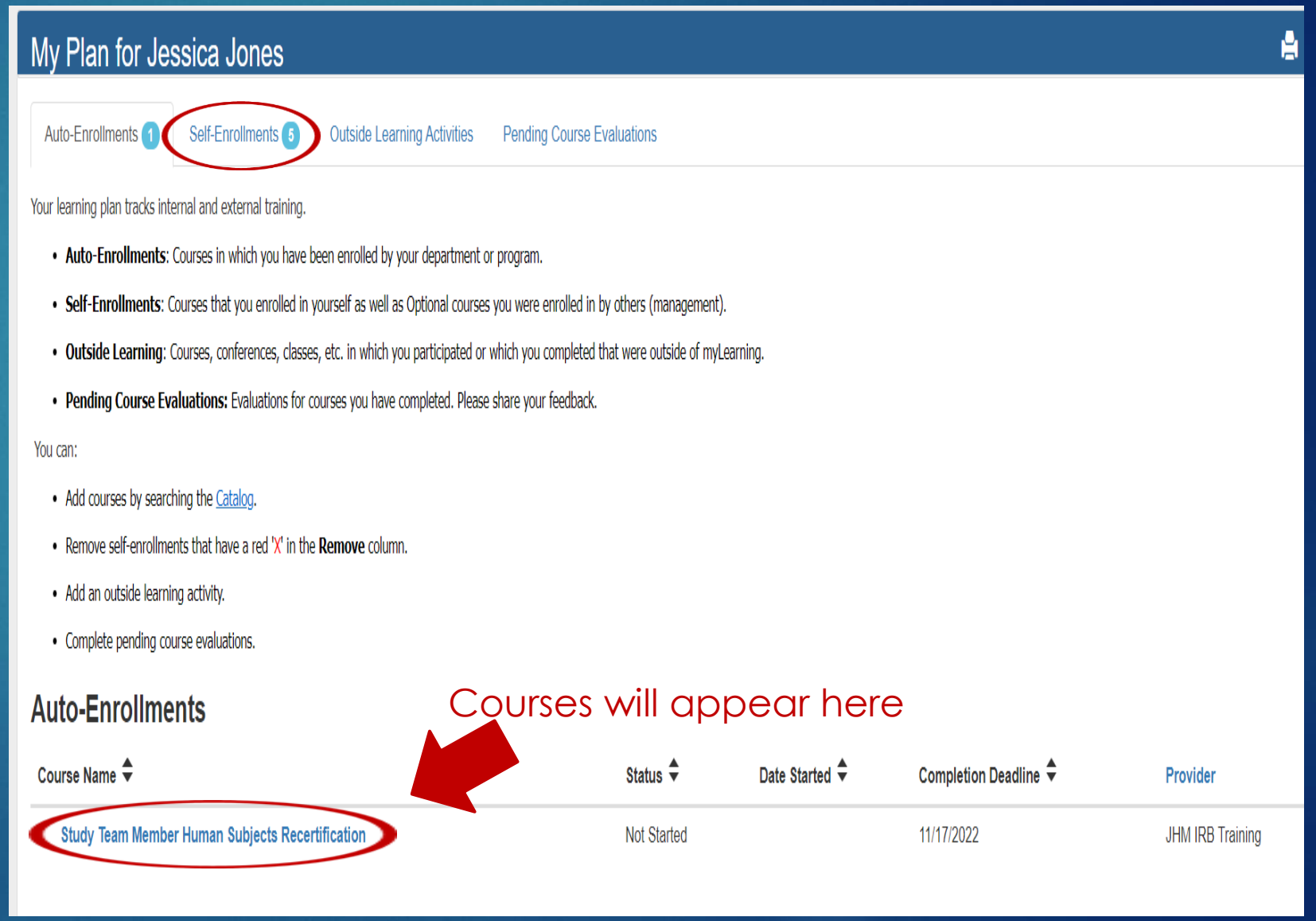
Step 1 – Enrolling in Courses

- To enroll in the Principal Investigator or Study Team Member Recertification, first log in to myLearning
- Search "Principal Investigator Human Subjects Research Recertification" or "Study Team Member Human Subjects Research Recertification" and select the correct course when it appears. The course you take depends on if you are a PI on any research study.
- Click on "Add to Dev Plan" at the bottom of the screen.
- You must select "Add to Dev Plan" no matter which training course is needed.



Step 2 – Adding Courses to Your Plan

- You can view the added courses by going to the "My Plan" screen in myLearning and from there select the 'Self-Enrollments' tab
- Click on the course under 'Course Name'



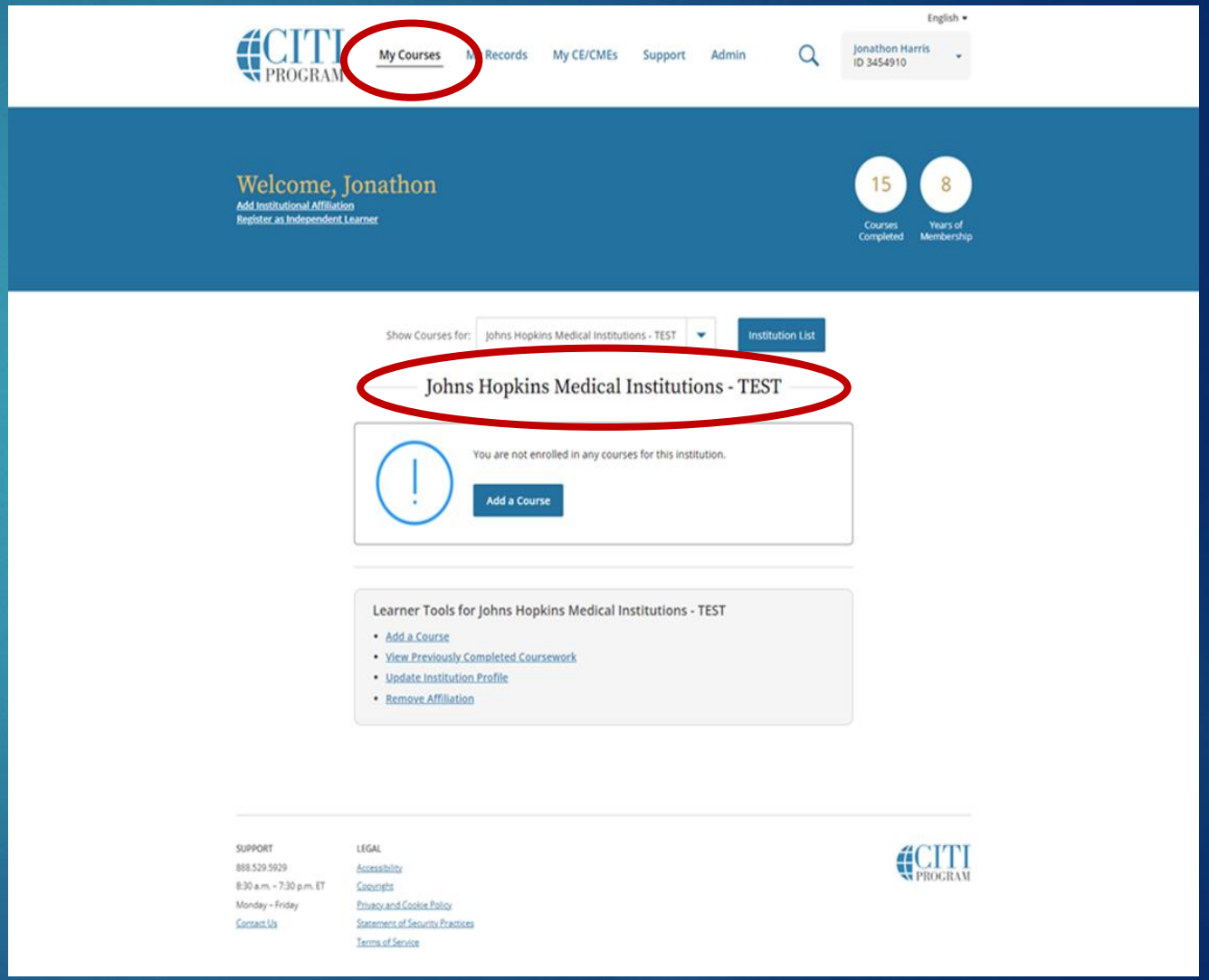
Step 3 – Accessing Courses

To access course:

- Turn off Pop-up blockers
- Click on any of the 16 modules to open course in CITI.

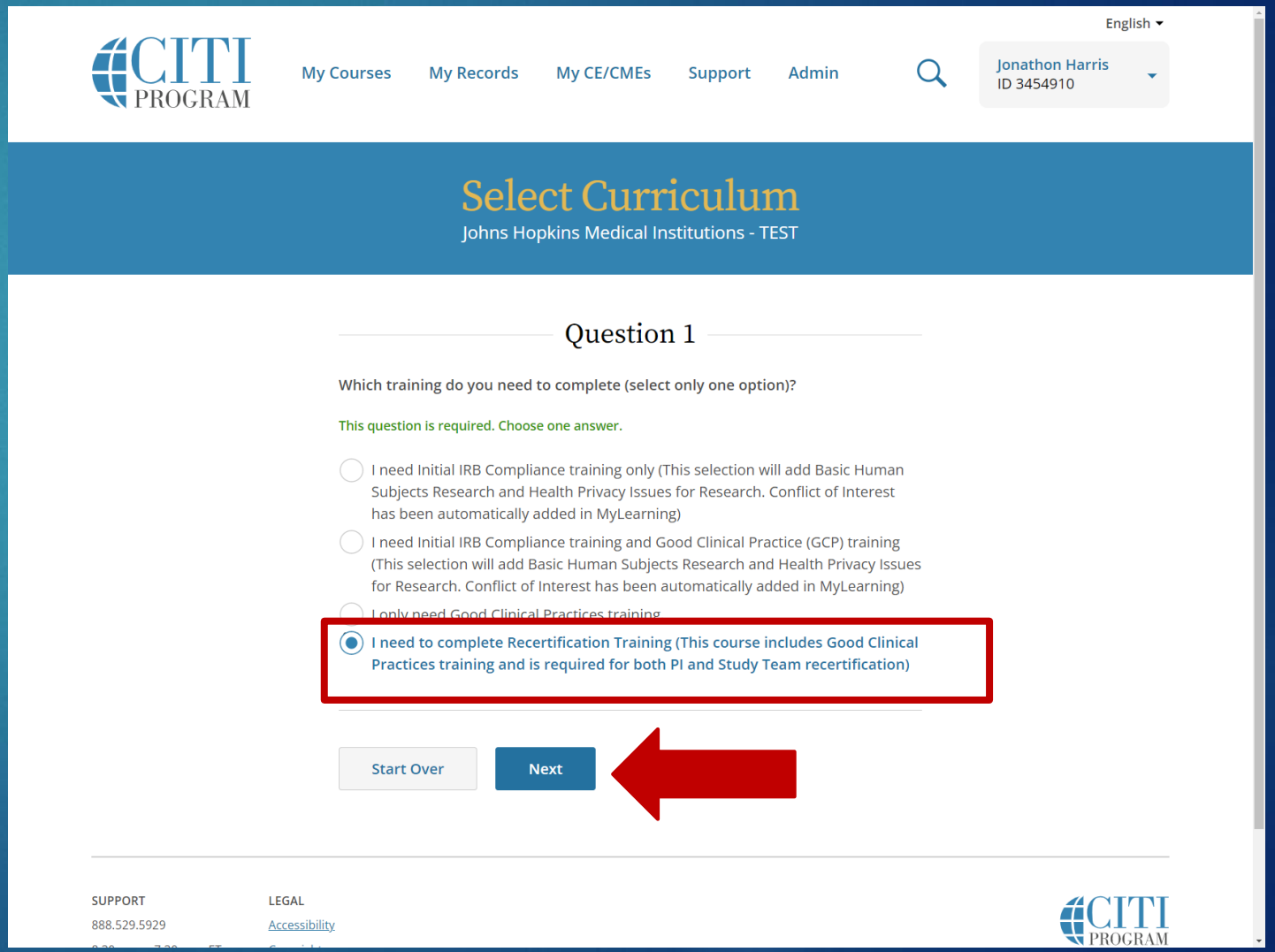
Step 4 – Adding Courses in CITI

- Once you click on one of the 16 modules (3 single modules and 13 modules comprising ICH GCP) in myLearning, you will be directed to https://about.citiprogram.org/
- SOM affiliates should select "Johns Hopkins Medical Institutions" as their institution from the drop down list
- Select "My Courses" at the top of the page and add a course



Step 5- Confirming Your Course in CITI

- PI's and Study Team Members should select the fourth option if they need to recertify their HSR training.
- Select "Next" to view the individual courses.
- SOM affiliates are required to recertify every 3 years.

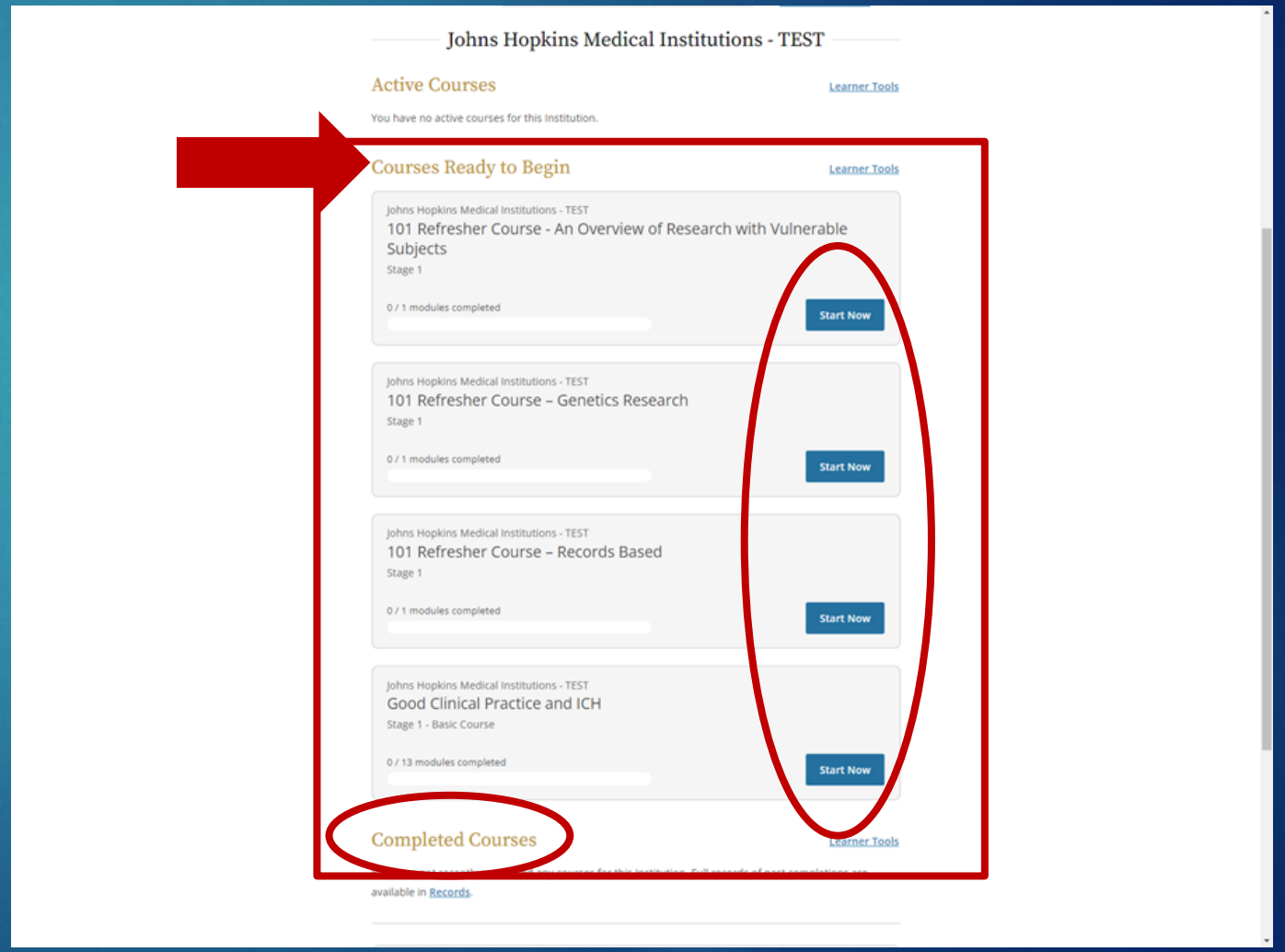


Step 6- PI and Study Team Member Recertification

- Courses will appear under "Courses Ready to Begin". Select "Start Now" to begin.

  Course titles that need to be completed:

  - 101 Refresher Course - An Overview of Research with Vulnerable Subjects
  - 101 Refresher Course - Genetics Research
  - 101 Refresher Course - Records Based
  - The Good Clinical Practice and ICH course is also required and consists of 13 individual modules
- Once courses are completed, they will appear under "Completed Courses". Certificates will be available approximately after 24 hours in myLearning.



For questions, contact the JHM IRB Help Desk at jhmeirb@jhmi.edu