CITI Training

HSL uses the a program called CITI for its research training modules. Below, please find some basic instructions to get you started.

If you have not yet registered to take CITI courses:

- Enter https://www.citiprogram.org into a web browser
- Click on the 'Register' link
- Write in 'Hebrew SeniorLife' where is asks to select your organizational affiliation
- Click the box to agree to the terms of service and the CITI privacy policy
- Click the box to confirm that you are affiliated with Hebrew SeniorLife
- Click 'continue to create a username and password'
- Follow the remaining prompts to create your login and password
- Once you complete the above 6 steps, you will be prompted to select courses
- Once you have completed the courses and receive a certificate, please send this information to: irb@hsl.harvard.edu

When you have registered, you may select courses.

1. Selecting Courses:

IFAR requires the following trainings for research personnel: Human Subjects Protection Training, Conflicts of Interest (COI), and Information Privacy and Security (IPS).

Under Public Health Service and NIH regulations, if you are a **post-doctoral fellow**, you also need to take the Responsible Conduct of Research (RCR) Training. And, if you are an **Investigator or clinical trial site staff responsible for the conduct, management and oversight of NIH-funded clinical trials**, you are additionally required to take Good Clinical Practice training (GCP).

> * To enable the software to present the appropriate course work for your needs, you will be asked a series of questions. Please read the questions carefully and provide the most appropriate answer.
>
> Do you conduct research in any of the following settings?
> Choose all that apply
>
> ☐ **Yes**, I conduct research with **live human beings, human samples or with data** derived from human beings.
>
> ☐ **Yes**, I need/want to take the course on **Responsible Conduct of Research (RCR)**.
>
> ☐ **Yes**, I need/want to take the course on **Conflict of Interest**.
>
> ☐ **Yes**, I need/want to take the course on **Information Privacy and Security (IPS)**.

2. Human Subject Protection Training:

Select **Basic** (initial training) if you have not previously taken the human subjects protection training. Select **Refresher** if your Basic training is soon to expire, or if you have previously taken the Basic Training.

* In order to place you in the appropriate course we need to know if you have previously completed the **Basic Course in the Protection of Human Research Subjects.**
Choose one answer

⦿ **NO, I have NOT completed the Basic Course** in the Protection of Human Research Subjects in the past.
This is the first time using the CITI Program at this institution. I need to complete the Basic Course.

○ **Yes.** I have completed the CITI Basic Course previously. It is time for me to complete the Refresher Course.

Note: Before you choose this Refresher Course make sure that this is the course that you are required to complete at this time. If you enroll in this course by mistake and complete the Refresher Course without previously completing the Basic Course , the IRB will require that you to come back the the course site and complete the Basic Course. If you have questions, contact your IRB office or the CITI help desk (305 243-7970).

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3. **Select the Human Subjects Protection (HSP) Training most applicable to your research.**
   - If you will be working on a project with medicines, biologics, medical devices, medical procedures, or on a clinical trial – you will choose the biomedical training.
   - If you will be working on a project involving education, surveys, interviews and other social-behavioral research techniques only, you may take the social behavioral training.
   - **Important Note:** if you collaborate on research with other Harvard-affiliated hospitals, you may be required to take the Biomedical HSP training. While the HSL Social Behavioral and Biomedical Trainings in CITI use almost identical modules, the affiliates want to see 'Biomedical' on the training certificate. It is therefore **recommended that you take the Biomedical training** (unless you are an IRB member – in which case, you need to take the IRB member training!).

Select Curriculum - Hebrew Senior Life (ID: 1952)

* indicates a required field.

* Please choose one learner group below based on your role and the type of activities you will conduct. You will be enrolled in the **Basic Course** for that group.
Choose one answer

○ **Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.

○ **Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.

○ **IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

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4. Good Clinical Practice Training

NIH-funded Investigators and clinical trial site staff who are responsible for the conduct, management and oversight of NIH-funded clinical trials are required to take Good Clinical Practice training (GCP) – ICH Focus. If you do not fit into this category, you do not need to take this training. If you are unsure, please email the IRB office at IRB@hsl.harvard.edu. If you do not need to take the training, simply check 'no thanks'.

* If you want to take the **Good Clinical Practice (GCP) course,** please make your selection below.
Choose one answer

○ GCP for Clinical Trials with Investigational Drugs and Medical Devices - U.S. FDA Focus

○ GCP For Clinical Trials with Investigational Drugs and Biologics - ICH Focus

○ GCP for Clinical Trials with Investigational Medical Devices

○ **No**, thanks.

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5. Start taking the Trainings!

Select 'Gradebook'

Member Information
Add Courses
Remove Courses
Course Completion History
Completion Report Groups
Completion Reports from Original CITI web site
Remove Affiliation for Hebrew Senior Life

Curricula Information

Course	Stage	CR #	Status	View
Biomedical Research - Basic/Refresher	Basic Course	26898223	Not Started	Gradebook
Conflict of Interest	Stage 1	26898224	Not Started	Gradebook
HSL Learners	IPS	27387084	Not Started	Gradebook

Other Information

Modules Completed
Exams Completed