CITI Program (Collaborative Institutional Training Initiative at the University of Miami)

All those who participate in research involving human subjects are required to complete CITI training <u>prior</u> to beginning.

What do you need to do? (Ctrl+Click to Follow link)

- I am a New User
- I need to affiliate with Women & Infants Hospital (existing users only)
- I need to add/update my institutional email address
- I need to add courses to my curriculum
- I'd like to renew course(s) about to expire
- I've been asked to print my completion reports

See Appendix for complete list of courses and requirements

Women & Infants | A MEMBER OF Care New England

🇺🇸 USA - English ▾   Text Size: A A

Log In | Register | Help

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

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ℹ️ **Returning User? Please log in. Don't have an account? Click here to register**

Login Tips:

1. Your password is case-sensitive.
2. For institutions using Single Sign On (SSO), you must log in directly from the institution's web page. Click here for a list of institutions that use SSO.

Help for Login Issues:

I forgot my Username or Password
I did not get the validation email
The link in my email does not work

If you need more help, please contact our Help Desk.

Username
[   ]

Password
[   ] Log In

Forgot Username or Password?

Create an account

Register

Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

A. First Time CITI Users

1. https://www.citiprogram.org/
2. Click "Register" to Create an Account
3. Select "Women & Infants' Hospital in Providence, Rhode Island" from the list of participating institutions
4. Click "Continue to Step 2"
    a. Step 2: Personnel information and continue
    b. Step 3: Create your username
    c. Step 4: Gender, Ethnicity & Race
    d. Step 5: Continuing Education Unit & Surveys

e. Step 6: WIH Information (Note: school, work or home email address can be substituted for institutional email address)

f. Step 7: Select Curriculum

Question 1: Select the group appropriate to your research activities.

○ Investigators & Key Staff (ALL new users)

○ IRB Members (IRB Administration employees & Board members only)

○ I need the refresher course. (Investigator has previously completed the WIH Basic Course; select one of the first three options in question 2)

Question 2: Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

○ Investigators & Key Staff

○ IRB Members

○ HIPPA Module ONLY: ONLY learners who have completed the CITI course elsewhere but have not yet completed the HIPPA module is to select this Learner Group. You may need to complete the Investigators & Key Staff requirements first before taking this choosing this Group.

○ I have not previously completed an approved Basic Course. (ALL new users select this)

Question 3: Would you like to take the Conflict of Interest mini-course?

◉ Yes (Required for all new users)

○ Not at this time.

g. COMPLETE REGISTRATION

h. Click "Finalize Registration"

i. Click on the course name to begin the module (see example on next page)

For example, if you wanted to begin the Conflict of Interest Course, you would like on Conflict of Interest.

j. Click <u>Complete The Integrity Assurance Statement before beginning this course</u>

Main Menu › Course Investigators & Key Staff

Investigators & Key Staff - Refresher Course

To pass this course you must:

Your Current Score

0%

- Complete all 14 required modules
- Achieve an average score of 85% on all quizzes

You have unfinished modules remaining

Complete The Integrity Assurance Statement before beginning the course

Required Modules

	Date Completed	Score
Biomed Refresher 2 - Instructions (ID: 764)	Incomplete	0/0 (0%)
Biomed Refresher 2 – History and Ethical Principles (ID: 511)	Incomplete	0/0 (0%)
Biomed Refresher 2 – Regulations and Process (ID: 512)	Incomplete	0/0 (0%)
Biomed Refresher 2 – Informed Consent (ID: 514)	Incomplete	0/0 (0%)
Biomed Refresher 2 – SBR Methodologies in Biomedical Research (ID: 515)	Incomplete	0/0 (0%)
Biomed Refresher 2 – Genetics Research (ID: 518)	Incomplete	0/0 (0%)
Biomed Refresher 2 – Records-Based Research (ID: 516)	Incomplete	0/0 (0%)
Biomed Refresher 2 – Research Involving Vulnerable Subjects (ID: 519)	Incomplete	0/0 (0%)
Biomed Refresher 2 – Vulnerable Subjects – Children (ID: 521)	Incomplete	0/0 (0%)

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B. Affiliate with Women & Infants Hospital (existing users only)

1. https://www.citiprogram.org/
2. Login
3. Click button to expand and click "Click here to affiliate with another institution"
4. Follow the steps to add new institution. See Section A for detailed instructions. It is **important** to Select Curriculum required for Women & Infants Hospital. Namely, the **Conflict of Interest** and **Investigators & Key Staff** Courses.

Course	Status	Completion Report	Survey
Conflict of Interest	Passed 10/26/2012	Print Report	Take Survey
Investigators & Key Staff	Passed 01/23/2012	Print Report	Take Survey

My Learner Tools for Women & Infants' Hospital in Providence, Rhode Island

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▸ Click here to affiliate with another institution

▾ Click here to affiliate with another institution

Click here to affiliate with another institution

C. Add/Update Institutional Email Address

1. https://www.citiprogram.org/
2. Login
3. Click blue bar "Women & Infants' Hospital in Providence, Rhode Island Courses" to expand
4. Click button Update Institutional Profile
5. Enter an Institutional email address and click "Update Profile" to save

▼ Women & Infants' Hospital in Providence, Rhode Island Courses			
ⓦ Course	ⓦ Status	ⓦ Completion Report	ⓦ Survey
Conflict of Interest	Passed 03/08/2016	Print Report	Post-course evaluation
Investigators & Key Staff	Passed 01/26/2015	Print Report	Post-course evaluation
IRB Members	Passed 03/08/2016	Print Report	Post-course evaluation

My Learner Tools for Women & Infants' Hospital in Providence, Rhode Island
- ⓦ Add a Course or Update Learner Groups
- ⓦ View Previously Completed Coursework
- ⓦ Update Institution Profile
- ⓦ View Instructions page
- ⓦ Remove Affiliation

▸ Click here to affiliate with another institution

▸ Affiliate as an Independent Learner

D. Add Courses to curriculum

1. https://www.citiprogram.org/
2. Login
3. Click "Add a Course or Update Learner Groups"
4. Add the necessary courses. Click here for instructions and descriptions of each course.
5. Click on the "View Previously Completed Coursework" to determine the answer to Question 2.

▼ Women & Infants' Hospital in Providence, Rhode Island Courses			
ⓐ Course	ⓐ Status	ⓐ Completion Report	ⓐ Survey
Conflict of Interest	Passed 10/26/2012	Print Report	Take Survey
Investigators & Key Staff	Passed 01/23/2012	Print Report	Take Survey

My Learner Tools for Women & Infants' Hospital in Providence, Rhode Island

- ⓐ Add a Course or Update Learner Groups
- ⓐ View Previously Completed Coursework
- ⓐ Update Institution Profile
- ⓐ View Instructions page
- ⓐ Remove Affiliation

Question 1: Select the group appropriate to your research activities.

- ⦿ Investigators & Key Staff (Required for all investigators and key staff)
- ○ IRB Members (IRB Administration employees & Board members only)
- ○ I need the refresher course

Question 2: Select the group for which you have previously completed an institutionally approved Basic Course in the Protection of Human Research Subjects.

○ Investigators & Key Staff (Select if you have completed the Basic Course at another institution. Applicable modules will transfer to WIH.)

○ IRB Members

○ HIPPA Module ONLY: ONLY learners who have completed the CITI course elsewhere but have not yet completed the HIPPA module is to select this Learner Group. You may need to complete the Investigators & Key Staff requirements first before taking this choosing this Group.

◉ I have not previously completed an approved Basic Course. (Select if you have not completed the Basic Course at another institution or if you are unsure whether or not you have completed the Basic Course.)

Question 3: Would you like to take the Conflict of Interest mini-course?

◉ Yes (Required. Note that if you have already taken applicable COI coursework it will transfer to WIH.)

○ Not at this time.

E. Renew Courses

1. https://www.citiprogram.org/
2. Login
3. If courses are expired, status of each course will say "Not Started". Click on the course name to begin.

▼ Women & Infants' Hospital in Providence, Rhode Island Courses			
⊕ Course	⊕ Status	⊕ Completion Report	⊕ Survey
Conflict of Interest	Not Started	Not Earned	
Investigators & Key Staff	Not Started	Not Earned	

My Learner Tools for Women & Infants' Hospital in Providence, Rhode Island

- ⊕ Add a Course or Update Learner Groups
- ⊕ View Previously Completed Coursework
- ⊕ Update Institution Profile
- ⊕ View Instructions page
- ⊕ Remove Affiliation

▸ Click here to affiliate with another institution

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F. Print Completion Reports for Your Records

1. https://www.citiprogram.org/
2. Login
3. Print Report
4. You will create a link to CITI within your IRBNet account which allows your training to be tracked electronically. You **do not** need to submit these printed reports to your IRBNet account.

Women & Infants' Hospital in Providence, Rhode Island Courses			
ⓘ Course	ⓘ Status	ⓘ Completion Report	ⓘ Survey
Conflict of Interest	Passed 10/26/2012	Print Report	Take Survey
Investigators & Key Staff	Passed 01/23/2012	Print Report	Take Survey

5. Completion history can be viewed by clicking "My Reports" on main toolbar

Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Appendix: Course Descriptions & Requirements

Course	Modules	Requirements	Expiration
Investigators & Staff – Basic Course 1	16	All first time CITI users	Every 3 years
Investigators & Staff – Refresher Course	14	Can be substituted for Basic Course after first completion	Every 3 years
Conflict of Interest mini course	5	ALL	Every 3 years
HIPAA only module	2	Most outside hospital employee (student, volunteer etc) who complete Human Subject Research training through a non-healthcare related institution.	Every 3 years

A. **Investigators & Staff – Basic Course 1**
   a. Introduction
   b. History and Ethical Principles - SBE
   c. Basic Institutional Review Board (IRB) Regulations and Review Process
   d. Assessing Risk - SBE
   e. Informed Consent
   f. Privacy and Confidentiality - SBE
   g. Records-Based Research
   h. Genetic Research in Human Populations
   i. Research With Protected Populations - Vulnerable Subjects: An Overview
   j. Vulnerable Subjects - Research Involving Children
   k. Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates
   l. Internet Research - SBE
   m. FDA-Regulated Research
   n. Research and HIPAA Privacy Protections
   o. Conflicts of Interest in Research Involving Human Subjects
   p. Women & Infants' Hospital in Providence, Rhode Island

B. **Investigators & Staff – Refresher Course**
   a. Biomed Refresher 2 - Instructions
   b. Biomed Refresher 2 – History and Ethical Principles
   c. Biomed Refresher 2 – Regulations and Process
   d. Biomed Refresher 2 – Regulations and Process

 e. Biomed Refresher 2 – Informed Consent

 f. Biomed Refresher 2 – SBR Methodologies in Biomedical Research

 g. Biomed Refresher 2 – Genetics Research

 h. Biomed Refresher 2 – Genetics Research

 i. Biomed Refresher 2 – Records-Based Research

 j. Biomed Refresher 2 – Records-Based Research

 k. Biomed Refresher 2 – Records-Based Research

 l. Biomed Refresher 2 – Research Involving Vulnerable Subjects

 m. Biomed Refresher 2 – Vulnerable Subjects – Children

 n. Biomed Refresher 2 – Vulnerable Subjects – Children

 o. Biomed Refresher 2 – Vulnerable Subjects – Children

 p. Biomed Refresher 2 – Vulnerable Subjects – Pregnant Women, Human Fetuses, Neonates

 q. Biomed Refresher 2 – Vulnerable Subjects – Pregnant Women, Human Fetuses, Neonates

 r. Biomed Refresher 2 – FDA-Regulated Research

 s. Biomed Refresher 2 – FDA-Regulated Research

 t. Biomed Refresher 2 – HIPAA and Human Subjects Research

 u. Biomed Refresher 2 – Conflicts of Interest in Research Involving Human Subjects

 v. How to Complete the CITI Refresher Course and Receive a Completion Report

C. Conflict of Interest mini course:

 a. CITI Conflict of Interest Course - Introduction

 b. Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules

 c. Institutional Responsibilities as They Affect Investigators

 d. Conflicts of Interest Institution-Specific Policies

 e. Conflicts of Commitment, Conscience, and Institutional Conflicts of Interest

D. **HIPAA only module:** Health Insurance Portability and Accountability Act (HIPAA) is specific to health care based institutions such as hospitals, medical offices and research centers. These modules are integrated into the Investigators & Staff Basic Course & Refresher course and therefore do not need to be repeated. Researchers who complete Human Subject Research training through association with a non-healthcare related institution may be required to complete this module.