St Luke's
UNIVERSITY HEALTH NETWORK

Institutional Review Board

The **Collaborative Institutional Training Initiative (CITI)** Web-based Training Program is a subscription service providing ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The following are basic learner instructions to logon to St. Luke's University Health Network IRB's CITI site. This will allow you to access/download aggregate training data for all St. Luke's University Health Network IRB learners.

- Go to www.citiprogram.org
- Once there, click on the tab labeled New Users "Register Here"
- On the "Select your institution or organization" page, select "St. Luke's University Health Network" in the "Participating Institutions" drop down box.
- Proceed to create a username and password
- On the next screen add name and email, this will be followed by another page with further biographical information. Under the drop down menu for "Which course do you plan to take" on this page, choose Biomedical Investigator Course Only

To Start the Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or role in human subject research. **To skip an optional section, leave its question blank:** (see chart below for requirements and answer choices)

	Clinical Researchers, PI's, Co-Investigators,	IRB Members	Study Nurses, Site Coordinators, Study Coordinator, Research Assistants, Data Managers	Data Researchers Only (Conducting Retrospecitive Chart Review or QI Studies)
Question 1 (Basic Curriculum)	Required for Non-Multicenter Trials (Group 1)	Required (Group 4)	Required for Non-Multicenter Trials (Group 1)	Required (Group 3)
Question 2 (GCP Curriculum)	Required	Optional	Required	Optional
Question 3 (HIPS Curriculum)	Optional	Optional	Optional	Optional
Question 4 (RCR Curriculum)	Optional	Optional	Optional	Optional

2. After you submit, you will be given the opportunity to affiliate with a VA Medical Center. If you are not doing work at a VA Medical center, answer **NO** and **Submit.**

3. The next page is the **Learner Menu.** This page lists the courses you have chosen. The Learner menu also provides a number of **Course Utilities** designed to help you.
   * You may affiliate with another institution. The software will sum up the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.

* You may **View/Update your Learner Group** This link will take you to the enrollment questions and permit you to change your **Learner Group** by providing new responses to the enrollment questions.

4. The link to the **Grade Book** will permit you to **Begin the Course.**

5. Complete the required modules and associated quizzes.

6. Complete any **Elective** modules of your choosing. Take note of the electives entitled **"Vulnerable Subjects – Research with Minors"**, **"Vulnerable Subjects – Research Involving Prisoners"**, and **"Vulnerable Subjects – Research Involving Pregnant Women and Fetuses in Utero"** as these will be required for research involving these groups.

7. When you complete all Required Modules in your curriculum, you will be shown a link to **Review Completed and Optional Modules** in the Optional Course Catalog. You may return to the course site at a future time to review these modules.

8. When you complete all required modules successfully, you will be shown a link to **View course completion history and print completion certificates.** The Basic Course will require 4-6 hours to complete. You are encouraged to use multiple log on sessions.

To Complete the Course:

* The minimum passing aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.

* Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report.

* Submit a voluntary, anonymous user satisfaction survey.

Questions:

- Questions regarding your requirements should be addressed to Manny Changalis in the Medical Affairs Office 484-526-4669.
- Technical issues should be addressed to citisupport@med.miami.edu or to 305 243-7970.