Ascension WI IRB Guidance

Completing CITI Training

Ascension Wisconsin requires a basic level of human subject protection training for all researchers and research personnel listed on an application. The Collaborative IRB Training Initiative (CITI) is the only IRB approved human subject protection training requirement for all medical/social researchers and research staff at Ascension Wisconsin.

The CITI courses are designed to help users understand human subjects' protection issues through a web based program and to promote ideals for scientific and scholarly integrity and to minimize institutional risks. CITI training must be re-certified or refreshed every 3 years. The IRB recommends that researchers and research staff also maintain their own records of CITI course completion.

For research that is subject to HIPAA, Ascension WI requires all personnel handling PHI to obtain HIPAA training. CITI is also used for financial and non-financial Conflict of Interest training.

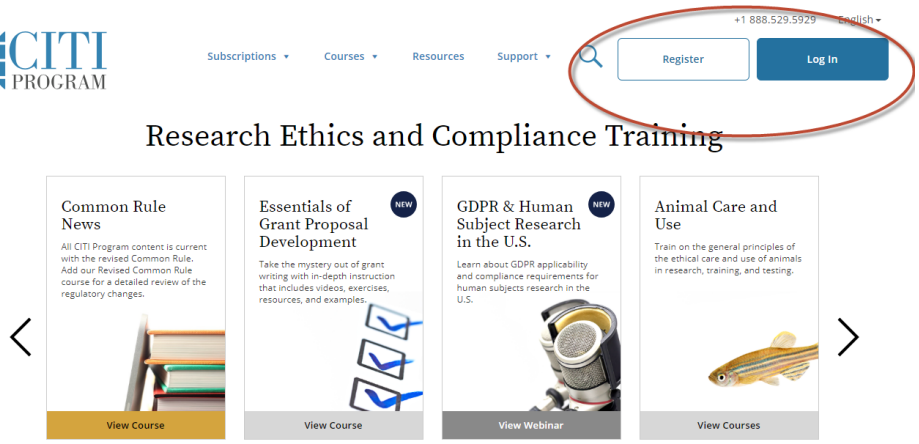
Using CITI

CITI Site Instructions

There are learner instructions on the CITI site. You can access those instructions at:
https://www.citiprogram.org/citidocuments/AH/citiinstructions.htm

CITI Log In Instructions

CITI is an online program; to log in, go to: http://www.citiprogram.org

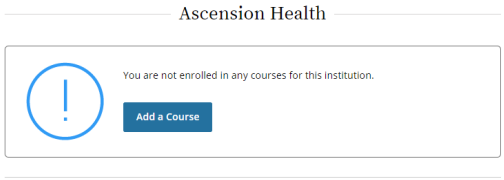


1) If you do not have a CITI user account, click the "Register" button.

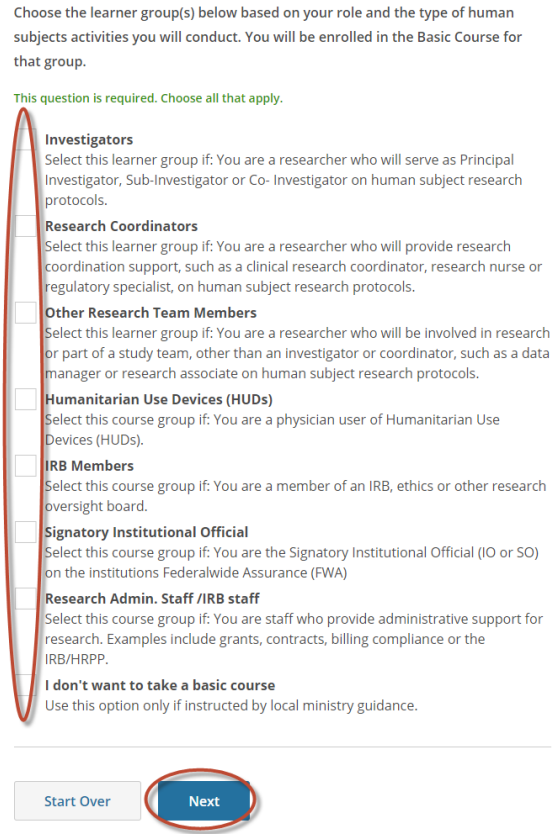
   a. Search for you organization- *Ascension Health*
      i. Agree to the terms and Continue to Step 2
   b. Enter your Personal Information (name & email)
   c. Select a User Name, Password and security questions, Continue to step 4
   d. Enter the additional information to complete your account.

2) If you do have a user account, but are not affiliated with Ascension, you can log into your account and select to “affiliate” with another institution
    a. Select Ascension Health and complete the Ascension specific questions.

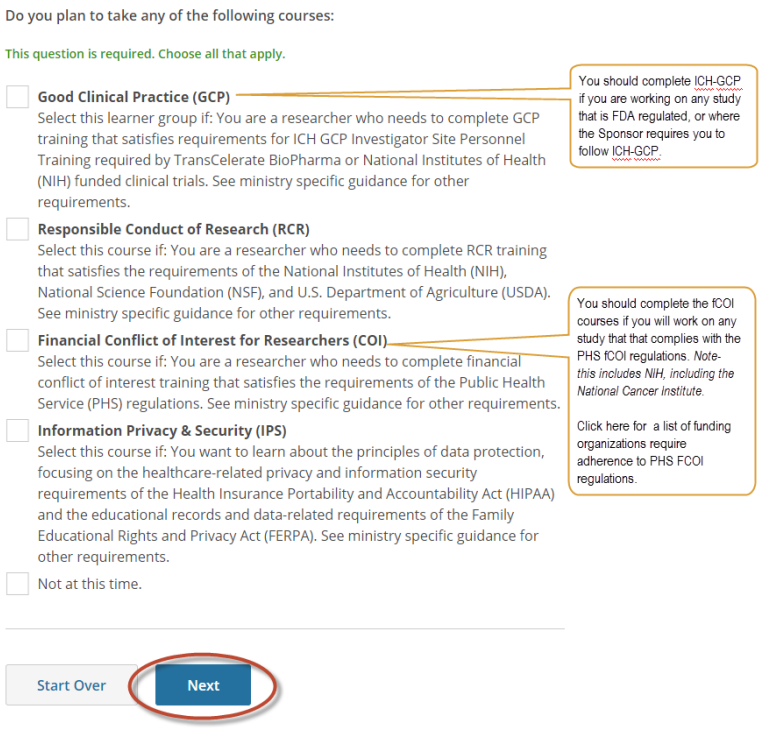
3) Select Curriculum – Ascension Health and choose the appropriate category – Investigators, Research Coordinators, etc.
    a. Select "View Courses" then "Add a Course".



    b. Select your learner group based on your role in research at Ascension to choose your basic Human Subject Training Modules. Select all that apply.
    Note, if any courses are duplicated in learner groups, you will only need to complete it once. Similarly, any duplicate courses completed at another institution will not need to be repeated.

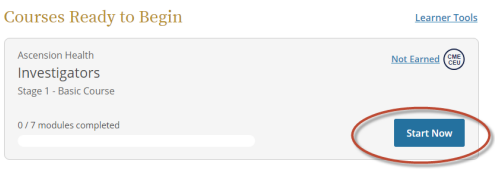


c. Select any additional courses to take, based on the kind of research you will be involved with.



4) Complete the selected courses

a. All selected courses will be listed, click "Start Now" to begin each course.



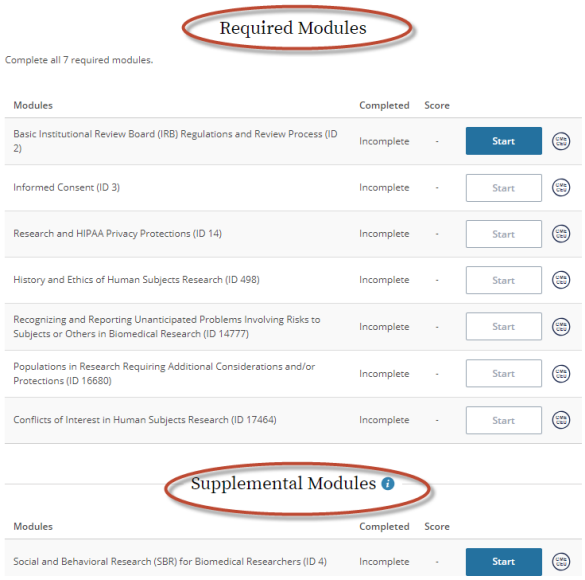
b. Read provided infomration and agree to continue.

c. A dashboard at the top of each course page will provide instructions and an overview of progress. When you complete each module, there will be brief quiz. You must complete the quiz with a score of at least 80% to advance to the next module.

d. You will see a list of both required and supplemental modules to complete.

The required modules near the top are required by all researchers.
The supplemental modules are available for you if you would like to complete them. The IRB may require additional supplemental modules be completed based on the type of research, such as targeted vulnerable populations, or previous non-compliance, etc.

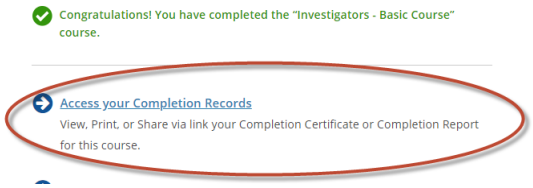
Click "Start" to begin each course in the module.



e. Once complete, you will be given the option to save and/or share your completion report.

The IRB will be notified of your completion automatically, however, based on the account set up, they may ask for additional information to confirm.

You should also save a copy of the completion report and/or certificate for the study file, showing both the date the course was completed and the expiration date, as PIs should maintain a training record for themselves and study members in their own research study files.



You can also access the completion reports from the "Courses" tab.

f. Optional purchase of CE credits can be made by scrolling down to the bottom of the "Courses" tab.