

Training required for Human Subjects Research

Prior to submitting conflict of interest packages, new study application materials, continuing reviews, or personnel addition amendments, please ensure that required training has been completed by all members of the study team:

- **CITI course VA Human Subjects Protection** training (<https://www.citiprogram.org/>) with a VA affiliation is required. University of Minnesota or other academic institutions' CITI training isn't accepted as there are just a few areas that are customized to VA. Don't have a CITI account yet? Just create an account on the CITI site and choose to affiliate with **VA Minneapolis, MN-618**.

Already completed CITI training at another VA or non-VA institution? If CITI training has already been taken through another institution (e.g., UMN), just log in and follow CITI's instructions to add **VA Minneapolis, MN-618** as an additional affiliated institution. Additional modules may be assigned to the training already completed to meet VA requirements.

- TMS (www.tms.va.gov) courses need to be completed (if you currently have access to the electronic health record, you already complete these annually and our office staff can obtain the dates of completion from TMS):
 - 10203 **Privacy and HIPAA Training** or other course that meets the facility requirements for Privacy and HIPAA Training
 - 10176 **VA Privacy and Information Security Awareness and Rules of Behavior** or other course that meets the facility requirements for Privacy and Information Security Awareness and Rules of Behavior
 - 3812493 **Government Ethics- The Essentials**, this is an annual requirement for investigators only, unless live training is provided by a qualified OGC instructor prior to first project submission and annually thereafter. For health professions trainees, completing VHA Mandatory Training for Trainees (TMS #3185966) and VHA Mandatory Training for Trainees – Refresher (TMS #3192008) meets this requirement.
- Each person working on a study needs to complete, and their supervisor needs to approve, a **Scope of Practice form** found at https://www.va.gov/MINNEAPOLISRESEARCH/forms/Scope_of_Practice.pdf. These can be completed once and updated only if responsibilities change. Please send completed scopes of practice to VHAMINResearchOffice@va.gov after the employee and supervisor have signed the form.

Any questions regarding training or scope of practice may be directed to VHAMINResearchOffice@VA.GOV