

VAPHS Research Staff Training Requirements

PLEASE NOTIFY THE RESEARCH OFFICE AT 412-954-5380 AFTER COMPLETION OF ANY TRAINING.

General Instructions:

Members of the Research Community are required to complete a series of training courses. This document outlines these specific training requirements as they relate to:

- 1) All Research Staff
- 2) Research Staff involved with Human Subjects Research
- 3) Research Staff involved with Animal Research
- 4) Research Laboratory Staff
- 5) Research Staff working with human blood, body fluids, tissues or cells
- 6) Research Staff working with Ionizing Radiation
- 7) Research Committee Members

The VAPHS Research Office requires that all Research Staff satisfy training requirements before beginning any research-related activities. Most training must be renewed. Information regarding the frequency at which these trainings must be renewed is provided below.

Questions regarding training can be directed to Shannon Reichel, Program Support Assistant via email at Shannon.Reichel@va.gov or via phone at 412-954-5380.

REQUIREMENTS FOR ALL RESEARCH STAFF

The following courses are required for all VAPHS Research Staff (whether paid by VA or Without Compensation- WOC) on an annual basis:

- VA Privacy and Information Security Awareness and Rules of Behavior
- VHA Privacy Policy Training

The following course is required for all VAPHS Research Staff (whether paid by VA or Without Compensation- WOC). This is a one-time only training.

- Information Security 201 for Research and Development Personnel

Course information can be accessed at <https://www.tms.va.gov>. All VA employees must complete the training using this website. Those WOC employees without a TMS website must contact the Research Office to obtain an account at 412-954-5380.

HUMAN SUBJECTS RESEARCH REQUIREMENTS

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All members of the VAPHS Research Community involved in human subjects' research, including but not limited to, investigators, research coordinators, research assistants, members of the Research Office, the R&D Committee, Research Compliance Officers, VAPHS IRB Administrative Staff, and VAPHS IRB Committee Members must complete the following training prior to beginning work with Human Subjects and every two years thereafter:

- VA Human Subjects Protection and Good Clinical Practices

Course information can be accessed at: <https://www.citiprogram.org>

NOTE: Research Staff who are based at an outside institution who do not come to the VAPHS and do not have access to Personal Health Identifiers or Research Staff who do not directly interact with VA research participants and do not have access to Personal Health Identifiers are exempt from this requirement and will need have a Request for Exemption on file.

There are a number of other ORD-approved courses which satisfy the requirement. Please contact the Research Education and Policy Office for a list of these trainings.

ANIMAL RESEARCH REQUIREMENTS

The specific courses required related to animal research are dependent upon the role of the staff member and the particular type of animal research being conducted. Please see below for additional details. Animal trainings must be completed prior to beginning work with animals and annually thereafter. **EFFECTIVE 10/1/2008 THE VAPHS NO LONGER ACCEPTS THE UNIVERSITY OF PITTSBURGH TRAINING.**

Requirements for individuals who utilize laboratory animals for research, training, or teaching in any of settings below:

- Conduct or supervise use of animals on VA property
 - Conduct or supervise use of animals purchased with VA funds;
 - Conduct or supervise use of animals while on a VA tour of duty but not on VA property
- Working with the VA IACUC
 - Post Procedural Care of Rodents (Only those working with rodents)

Course information can be accessed at <http://www.citiprogram.org>

ADDITIONAL TRAINING REQUIREMENTS FOR ANIMAL INVESTIGATORS AND STAFF

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These courses are dependent upon the animal population with which the investigator or staff member works (See table for specific information).

ANIMAL POPULATION	COURSE
Mouse	Working with Mice in Research Settings/Post-Procedural Care of Rodents
Rat	Working with Rats in Research Settings/Post-Procedural Care of Rodents
Hamster	Working with Hamsters in Research Settings
Gerbil	Working with Gerbils in Research Settings
Guinea Pig	Working with Guinea Pigs in Research Settings
Rabbit	Working with Rabbits in Research Settings
Cat	Working with Cats in Research Settings
Dog	Working with Dogs in Research Settings
Swine	Working with Swine in Research Settings
Nonhuman primate	Working with Nonhuman Primates in Research Settings
Amphibian	Working with Amphibians in Research Settings

Course information can be accessed at <http://www.citiprogram.org>

RESEARCH LABORATORY STAFF REQUIREMENTS

All new VA and WOC research laboratory staff are required to complete the following trainings:

- VA Biosecurity

Course information can be accessed at: <https://www.citiprogram.org>

- Research Lab Safety Training

Course information can be accessed at
<http://www.scriptopro.com/classes/?id=392>

This course does not provide a certificate of completion. Please contact Shannon Reichel at Shannon.Reichel@va.gov when training is complete.

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RESEARCH STAFF WORKING WITH HUMAN BLOOD, BODY FLUIDS, TISSUES OR CELLS TRAINING REQUIREMENTS

Research staff working with human blood, body fluids, tissues, or cells must complete the following training annually:

- Bloodborne Pathogens

Course information can be accessed at: <http://www.scriptopro.com/classes/?id=391>

NOTE: This course does not provide a certificate of completion. Please contact Shannon Reichel at Shannon.Reichel@va.gov when training is complete.

RESEARCH STAFF WORKING SHIPPING BIOLOGICAL HAZARDS TRAINING REQUIREMENTS

Research staff shipping biological hazards must also complete the Safe-T-Pak training every two years (Contact Contact Stephanie Partee in the Research Office at Stephanie.Partee@va.gov for access to this training).

RESEARCH STAFF WORKING WITH IONIZING RADIATION TRAINING

Any research staff member working with ionizing radiation must complete the following training module:

- Radiation Safety Training

Course information can be accessed at <http://www.scriptopro.com/classes/?id=435>

NOTE: This course does not provide a certificate of completion. Please contact Shannon Reichel in the Research Office when training is complete.

RESEARCH COMMITTEE MEMBER TRAINING

In addition to the training modules described above (see Requirements for all Research Staff), additional requirements apply to those individuals serving on Research Committees (e.g., R&D, IRB, IACUC). All courses, unless otherwise specified, must be completed annually. Please see below for the specific additional requirements:

[Additional Requirements for Members of the Institutional Review Board \(IRB\) and Research and Development Committee \(R&DC\)](#)

- VA Human Subjects Protection and Good Clinical Practices (available at <http://www.citiprogram.org>). Please contact the Research Education and Policy

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Office for additional courses that may satisfy this requirement. This course must be completed every two years.

- FederalWide Assurance (FWA) Training (available at <http://ohrp-ed.od.nih.gov/CBTs/Assurance/login.asp>) Note: This training is only required for the IRB Chairperson(s), Vice-Chairperson(s) and the IRB Staff. It must be completed at the time of appointment and every three years thereafter.

Additional Requirements for Members of the Institutional Animal Care and Use Committee (IACUC)

- Essentials for IACUC Members
- Course information can be accessed at <http://www.citiprogram.org>