

VAPHS Research Staff Training Requirements

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 Samanta Raggiunti, Program Support Assistant via email at Samantha.Raggiunti@va.gov or via phone at 412-360-2380.

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 and HIPAA Focused Training

Course information can be accessed at <https://www.tms.va.gov>. All VA paid employees will have a TMS account created for them. WOC employees must first go to the TMS website and self-register.

HUMAN SUBJECTS RESEARCH REQUIREMENTS

All individuals involved in the conduct of VA human subjects' research, including but not limited to; investigators, research coordinators, research assistants, other members of the research team, and trainees, such as house officers and students. Members must complete human subjects' training on ethical principles prior to beginning work with Human Subjects and **every three years** thereafter.

The Office of Research and Development (ORD) and Collaborative Institutional Training Initiative (CITI) have developed a training curriculum that satisfies ORD training requirements.

You must create a CITI account and affiliate with VA Pittsburgh to access course information at: <https://www.citiprogram.org>

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VAPHS Research staff who are involved with clinical trials or other projects for which Good Clinical Practice training is required may access GCP related courses via CITI or may complete other GCP trainings that are acceptable to the study sponsor. The Research Office does not however, track this training and therefore it will be a responsibility of the staff.

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 to 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.

RESEARCH LABORATORY STAFF REQUIREMENTS

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

- VA Biosecurity **(one time only)**
Course information can be accessed at: <https://www.citiprogram.org>
- Research Lab Safety Training **(completed annually)**
Course information can be accessed at <https://www.tms.va.gov> Staff must select the course "Research Safety Training- VAPHS (VA 4180538)" and assign it to their learning plan.

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

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: <https://www.tms.va.gov>. Staff must select the course "Research BBP Training- VAPHS (VA 4180537)" and assign it to their learning plan.

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

RESEARCH STAFF SHIPPING DRY ICE AND/OR BIOLOGICAL HAZARDS TRAINING REQUIREMENTS

Research staff shipping dry ice and/or 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).

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RESEARCH STAFF WORKING WITH IONIZING RADIATION TRAINING

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

- Radiation Safety Training (**completed annually**)

Contact Stephanie Partee (Stephanie.Partee@va.gov) for course information.

NOTE: This course does not provide a certificate of completion. Upon completion, please forward a copy of your completed quiz to Mitch Belanger, Radiation Physicist at Mitchell.Belanger@va.gov and also forward a copy to Samantha Ragguinti (Samantha.Ragguinti@va.gov).

Any questions about Radiation Safety Training should be directed to Mr. Belanger at 412-360-3221.

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.

Training requirements are applicable to 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

Animal trainings must be completed prior to beginning work with animals and **every two years** thereafter. Individuals who have taken CITI animal training courses for the University of Pittsburgh can affiliate with VAPHS to have the courses accepted.

- Working with the IACUC is a course which can be accessed by logging on to <http://www.citiprogram.org>. This course is required to be taken by all individuals who are involved on an animal research protocol, regardless of role

ADDITIONAL TRAINING REQUIREMENTS FOR ANIMAL INVESTIGATORS AND STAFF

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

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- Those working with mice must complete the following two courses:
 1. Working with Mice in Research Settings
 2. Post-Procedural Care of Rodents
- Those working with rats must complete the following two courses:
 1. Working with Rats in Research Settings
 2. Post-Procedural Care of Rodents
- Those working with swine must complete the following course:
 1. Working with Swine in Research Settings
- Those working with nonhuman primates must complete the following course:
 1. Working with Nonhuman Primates in Research Settings

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

If you anticipate working with a species not listed above, please contact Elizabeth Toth at 412-360-2382 for additional guidance.

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, RSEC, IRB, IACUC). 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 (available at <http://www.citiprogram.org>). Please contact the Research Education and Policy Office for additional courses that may satisfy this requirement. This course must only be completed once, unless the member is also an investigator/member of the research team on a VA human subjects' project.

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> Note: This training is required once every 2 years.