Policy
Department: HUMAN RESEARCH PROTECTIONS PROGRAM
Policy Number: VIII.B
Section: IRB Education and Training
Review Responsibility: HRPP Policy and Procedure Committee
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Revision Dates: March 19, 2004; May 28, 2004; October 25, 2007; July 1, 2015

Subject: IRB Committee Member Training

Definitions:
1. Collaborative IRB Training Initiative (CITI): An internet-based set of educational modules on the protection of human participants in research. It is sponsored by a consortium of IRB professionals and Investigators from Universities and Medical Schools across the country and is administered by the University of Miami.

Policy:
It is the policy of the Human Research Protections Program (HRPP) that all IRB Committee members complete initial and annual training in the review and conduct of human research protections.

I. All new Committee members are required to complete an initial orientation before being allowed to serve on the IR Committee, which includes the following:
   A. A two-hour educational session with an HRPP Process Improvement Team member detailing the HRPP policies and procedures, The Belmont Report, federal regulations 45 CFR 46, 21 CFR 50 and 56, and other applicable regulations and guidance.
   B. Collaborative IRB Training Initiative (CITI). This internet-based course in human research protection and bioethics is designed specifically for all personnel that have a significant involvement in the planning conduct, and analysis of any scientific activity that employs human research participants. The course consists of training modules that are divided into two tracks: Biomedical Research and Social/Behavioral Research.
   C. The three OHRP Training Modules for Assurances. This tutorial explains the responsibilities involved in an institutional program of human participant research, as well as the informed consent process from the perspective of the OHRP.
   D. Committee Meeting Attendance and Observations. New IRB Committee members must attend and observe at least one IRB Committee meeting prior to functioning as a voting member.

II. Each new IRB Committee member receives the book entitled “Institutional Review Board Member Handbook” by Robert Amdur, and a Compliance Reference Manual. Copies of revised or new policies and procedures as well as other pertinent documents will be forwarded to Committee members to facilitate the maintenance of a current reference manual.

III. All IRB Committee members and alternate members are required to attend mandatory annual training conducted by the HRPP Process Improvement Team. Committee Members that do not complete the mandatory annual training will not be eligible to serve on the IRB Committee until this requirement is satisfied. All IRB Committee members are required to complete a self-evaluation tool assessing their knowledge, and identifying educational needs for the coming year at the annual training session. Ongoing training sessions are also incorporated into scheduled IRB Committee meetings as pertinent topics are circulated or policies or procedures change.
IV. Continuing Education Requirements. IRB Committee members are encouraged to participate in additional continuing education opportunities. Committee members have an open invitation to attend or complete as many of the following sessions they would like; however, attendance is not mandatory:
   A. Presentations by Investigators;
   B. HRPP Brown Bag Sessions;
   C. IRB News You Can Use;
   D. An additional CITI module of their choice; and/or
   E. Any other local, regional or national educational opportunities on human research protections

V. Monthly education is provided at the IRB Committee meeting.

VI. The IRB Chair and/or at least one Committee member for each Committee will be encouraged to attend a national or regional human research protections conference annually.

VII. The HRPP reference library is available for all IRB Committee members to obtain additional information regarding history and conduct of research activities.

References:
Collaborative IRB Training Initiative (CITI) Training: http://www.citiprogram.org