Policy
Department: HUMAN RESEARCH PROTECTIONS PROGRAM
Policy Number: VII.C
Section: IRB Education and Training
Review Responsibility: HRPP Policy and Procedure Committee
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Subject: HRPP Staff 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 HRPP staff members receive high quality, comprehensive education and training regarding human research protections, current events, federal regulations and HRPP policies and procedures.

I. An individualized orientation checklist will be initiated for all new staff and complete by the Team Leader within three months of the staff member’s hire date.

II. Initial Training and Orientation. Vanderbilt University Medical Center (VUMC) requires all newly hired VUMC employees attend a general orientation program.
A. All new Regulatory Compliance Analysts (RCA) complete the following training during orientation:
   1. Collaborative IRB Training Initiative (CITI);
   2. The three Office for Human Research Protection’s (OHRP) Training Modules for Assurances;
   3. Committee Meeting Observations;
   4. Research Matters Course; and
   5. Initial Orientation Schedule.
B. New HRPP staff members receive an overview of reference websites to use as a tool for assistance in learning and applying federal regulations and guidance, HRPP policies and procedures and additional references.
C. All new staff members are assigned a preceptor from their Team. The preceptor provides guidance and support during the orientation period and beyond.
D. The appropriate Team Leader evaluates the progress of each new staff member at three and six months from his or her hire date. The evaluation consists of an assessment of the key functions of the position. Input is obtained from the staff member’s Team Leader, IRB Chairperson, and other staff members, as applicable. A copy of the written evaluation is provided to the new staff member, and the HRPP Director.

III. HRPP Staff Continuing Education. All HRPP staff members are expected to complete the VUMC requirements and mandatory HRPP training annually. In addition, HRPP staff are required to attend a minimum of four educational sessions; however, they are encouraged to attend 12 informal educational sessions each year. HRPP staff are also encouraged to attend one local, regional
or national conference per year in human research protections. HRPP staff are expected to attend all scheduled staff meetings. If any staff member does not fulfill their continuing educational requirements, performance coaching will be initiated.

IV. Staff members are required to obtain IRB certification. Staff members are placed on a rotating schedule depending on experience, length of time in department, and certification eligibility requirements. The applicable job description for the RCA designates a specific time frame for certification completion.

V. Additional educational opportunities may include:
   A. DiSC Personality Type Indicator;
   B. Team building workshops;
   C. Facilitative Leadership Training;
   D. Continuous Quality Improvement training as all staff members are responsible for CQI activities in their individual, team and committee work processes.
   E. The HRPP reference library is available for additional information regarding the history and conduct of research activities.

VI. Staff Evaluations. All staff members receive annual performance evaluation per institutional policy. This is a collaborative process to facilitate the employee’s personal and professional growth. Clear and specific goals are developed to help achieve the employee’s potential and the department’s objectives.
   A. The Team Leader conducts a formal six-month evaluation based on performance at the completion of orientation as required by Human Resources. The Team Leader discusses the new staff member’s progress and together develop an action plan for any areas of deficiency. The Team Leader also develops departmental and personal goals in conjunction with the staff member.
   B. All staff members complete an annual self-evaluation.
   C. The Team Leader conducts an annual performance evaluation based on the employee’s input and focused on identifying strengths and developing an action plan for any areas of weakness.

References:
Collaborative IRB Training Initiative (CITI) Training: [http://www.citiprogram.org](http://www.citiprogram.org)
HRPP VIII.C.1 - Procedure for HRPP Staff Training