

Department of Veterans Affairs
Harry S. Truman Memorial Veterans' Hospital
800 Hospital Drive
Columbia, Missouri

HPM 589A4-337
March 28, 2011
Issued by: Research

REQUIRED EDUCATION AND TRAINING FOR RESEARCH ACTIVITIES

1. **PURPOSE:** To describe the required education and training criteria for investigators and their teams involved in research activities at the Harry S. Truman Memorial Veterans' Hospital (Truman VA).
2. **POLICY:** To ensure that all investigators and their teams who participate in research activities are properly trained to conduct studies in a compliant, safe, ethical manner.
3. **RESPONSIBILITY:**
 - a. Associate Chief of Staff for Research and Development (ACOS/R&D). The ACOS/R&D is responsible for communicating education and training requirements to researchers and for making training programs available to investigators and their teams.
 - b. Investigators are responsible for complying with training and education requirements and ensuring that all members of their teams are properly prepared to participate in research activities.
4. **PROCEDURES:** Recurring biennial and annual training will be met on a twelve-month (365 days) or 24-month (730 days) rolling basis (monitored by the Research Office), rather than on the basis of calendar years. All certificates of completion for required training will be submitted to the Research Office, where documentation will be maintained. Categories of education and training requirements are as follows:
 - a. General Research Orientation is required for all research staff members when they are initially appointed at the HSTMVH. VA-paid research employees also are required to complete the hospital-wide New Employee Orientation.
 - b. Human Research Training is required for all staff involved in human research protocols who will access VA patients/data or access VA space for research activities. Specifically, the following web-based modules are required:
 - (1) "Overview of Good Clinical Practice and Human Subject Protection" located at <https://www.citiprogram.org/default.asp>; this training must be renewed on a biennial basis.
 - (2) In addition, all staff involved in human research protocols are required to carefully review the Human Research Protection Program (HRPP) Investigator Handbook located at www.va.gov/columbia-mo, including a comprehensive review of all posted policies pertaining to human research protocols.
 - c. Animal Care and Welfare Training is required annually for staff involved in animal

protocols. Training modules are required as follows:

(1) "Working with the VA IACUC" <https://www.citiprogram.org/default.asp>

(2) Species-specific training available at
<https://www.citiprogram.org/default.asp>

d. "Information Security 201 for Research and Development Personnel" is required for all research staff and must be renewed on an annual basis. The web-based module is located internally at: <https://www.lms.va.gov/plateau/user/login.jsp> and externally at <http://vaww.sites.lrn.va.gov/vacatalog/valoredirect.asp>.

e. VA Privacy Training is required for all research staff and must be renewed on an annual basis. The web-based module is located internally at <https://www.lms.va.gov/plateau/user/login.jsp> and externally at <http://www.va.gov/columbia-mo/>.

f. Radiation Safety Training is required for all staff whose duties will involve access to Research laboratory space; the type and extent of this training will be evaluated and provided by the Radiation Safety Officer; this training must be renewed on an annual basis for radiation users and authorized users.

g. Research (Laboratory) Safety Training is required for all staff involved in laboratory-related activities; this training will be provided and documented (via checklist) by the responsible Principal Investigator.

h. Hospital-wide Safety Training is required for all Research employees; this training must be renewed on an annual basis and will be provided by LMS.

4. **FOLLOW-UP RESPONSIBILITY:** ACOS/R&D

5. **RECISSIONS:** HPM 589A4-337, dated June 22, 2009.

APPROVED:

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Date: 3/28/11

Key Words: Research
Training
Privacy
IACUC