

WITHOUT-COMPENSATION (WOC) EMPLOYEES

WOCs are persons working at the VA facility whose salary comes from the University or other independent funding or unpaid students volunteering as a requirement to do laboratory research for coursework credit. A WOC appointment allows these people to legally work at the VA facility and, in cases of emergency such as injury or sickness related to their work, would entitle them to emergency medical care at the VA. A WOC application and all other necessary forms can be obtained from the Research Office (VA Medical Center, Room B4270) or at www.va.gov/detroitresearch.

A WOC EMPLOYEE CANNOT BEGIN WORK AT THE VA PRIOR TO RECEIVING APPROVAL FROM HUMAN RESOURCES.

The following forms should be completed and submitted for all WOC employees.

- WOC application
- I-9 with appropriate documentation if non-citizen
- OF-612, Application or copy of CV or Resume
- OF-306, Declaration of Federal Employment
- Fingerprint request form

Packets should be completed with the assistance of the Principal Investigator and then returned to Research. The PI will also instruct the WOC on appropriate lab safety and verify competency to perform required duties. These packets will then be forwarded to Human Resources. If the appointment is for over six months, you will be notified by email from HR that you need to complete a SF-85, Questionnaire for Non-sensitive Position on-line. After completion of the SF-85 and appropriate review and signature by the Chief of Resources, the WOC will be notified that the appointment has been approved. The WOC will pick up the appropriate paperwork in Research and may then secure a VA badge from Police & Security. Police & Security must see two pieces of photo ID in order to issue a VA badge. A WOC appointment must be renewed annually. If a WOC leave his/her VA appointment, he/she must return the badge. WOCs may not be issued keys. The PI must sign for, and is liable for, any keys. When leaving VA employment, you must notify the Research Office and return your badge.

HUMAN RESEARCH PARTICIPANT STUDIES

All staff involved in the conduct of Human Research Studies at the Detroit VAMC, directly or indirectly, must be credentialed. These are the additional forms necessary for credentialing. Should you have specific questions regarding these documents, please contact the Research Office at 313-576-1000, x63430. A resident with a VA badge must complete the training listed below and Resident/WOC application form.

- Scope of Practice (instructions below)
- Copy of Professional License (if applicable)

Instructions for completion of Scope of Practice Form:

1. Name: Employee's / Research Coordinator's full name and title.
2. Service Line: (i.e. Oncology, Mental Health, Cardiology, etc.)
3. Principal Investigator / Supervisor: Listed in the study protocol as responsible for all study activities and the immediate supervisor of the employee.
4. Secondary Supervisor: Co-investigator assuming responsibility for study activities and may supervise employee.
5. Routine Duties: Duties /procedures employee is authorized to perform.

Requested - This should be initialed by employee to verify understanding and willingness to perform procedure, granted or not granted by PI.

Granted - Initialed by PI, if the procedure is to be performed by employee.

Not Granted - Initialed by PI if procedure is not to be performed by employee.

6. Miscellaneous Procedures / Duties: PI / Supervisor should disclose any additional duties / procedures to be performed by employee, not previously listed.
7. PI Statement: Enter employee's name and date.
8. Signature Blocks: PI, secondary supervisor (if applicable), and employee should sign and date where indicated. Other signatures will be obtained by research administration.

TRAINING REQUIREMENTS

All research personnel are required to complete four on-line training courses.

- VHA Privacy Policy and VHA Cyber Security training
<http://www.vhaprivacytraining.net/frame.htm>
- VA Research Data Security & Privacy training <http://www.vcampus.com/vcekpvalo/>
- VA Biosecurity training at <http://www.research.va.gov/programs/biosafety/default.cfm>

All research personnel involved in human subject research are also required to complete:

- Responsible Conduct in Research - Wayne State University's on-line training program available at <http://www.hic.wayne.edu/>
- Good Clinical Practice and Human Subject Protection – annual requirement. *Overview of Good Clinical Practice & Human Subjects* and the *Good Clinical Practice – Update* courses are available through Collaborative IRB Training Initiatives (CITI). The VA Office of Research & Development (ORD) will accept the completion of the CITI group called "VA Only" (see below). NOTE: You can find all options for fulfilling VA human research training requirements at <http://www1.va.gov/resdev/programs/pride/training/options.cfm>

GCP and Human Subjects Protection Training Through CITI

<https://www.citiprogram.org/default.asp>

In collaboration with CITI, VA is providing three CITI curriculum groups that satisfy the annual requirement for training in both Good Clinical Practice and ethical principles of human research protection.

1. **VA Only:** Choose this group if you only need to take the nine VA GRP/GCP modules to satisfy minimum annual requirement for training in both Good Clinical Practice and ethical principles of human research protection. In this group, you will satisfy VA but not CITI minimum requirements for training.
2. **VA GCP plus CITI Biomedical Research Training:** Choose this group if you want to satisfy VA AND CITI training requirements for staff involved in biomedical studies involving human subjects. Biomedical studies include those involving drug and device studies and trials.
3. **VA GCP plus CITI Social/Behavioral Research Training:** Choose this group if you want to satisfy VA AND CITI training requirements for staff involved in social or behavioral studies involving human subjects.

Note: To have access to these groups, you must register as a member of the John D. Dingell VA Medical Center on the CITI site. You will not see these groups when registered on the CITI site with your affiliate unless your affiliate has agreed to allow access to the to VA GRP/GCP modules.

Very Important! If your affiliate university requires CITI training, we encourage you to check with your IRB or research office to make sure that you can take all required university and VA modules at the same time. If you do not currently have access to the VA modules when registered on the CITI site through your affiliate, please ask your VA research office or IRB coordinator to contact us, and we will be happy to try to arrange such access. Otherwise, to gain access to the VA modules, you will have to register a second time (second username and password) with CITI and choose your local VA station as your institution as part of the registration process. This will allow you to gain access to the VA modules by choosing one of the three groups described above.

If you have any questions about registering, please send an email to michael.fallon@med.va.gov.