

CARILION CLINIC INSTITUTIONAL REVIEW BOARD

Standard Operating Guidelines

Title: 7.2: IRB Education and Training: MEMBER, STAFF, AND LEADERSHIP TRAINING	
Original Date: January 2006	Date of Last Revision: 01-08, 04-08, 01-12, 8-14, 8-23, 02/24
Primary Sponsor: Human Research Protections Office	Approved By: Director of the Human Research Protections Office

Objective:

To describe the education required for members, including alternate members, of the Carilion Clinic Institutional Review Board (IRB), staff of the Human Research Protections Office (HRPO), and Leadership.

General Description:

All members of the Carilion IRB, HRPO staff, and Leadership will be required to complete initial training modules. Continuing education will be required every three years from the previous completion date.

Procedure:

Carilion requires IRB members, including alternate members, the HRPO staff, and Leadership to take initial and ongoing training.

New IRB Members:

The online CITI (citiprogram.org) course for IRB members will be used for initial training. When a new member is appointed to the IRB, a designee from the HRPO will contact the IRB member and explain how to access the website and give instructions for completion.

All New IRB members will be asked to do the following:

- a. Read the Belmont Report
- b. Complete the IRB Member CITI Course using the Collaborative IRB Training Initiative (CITI). It is on the Internet, and can be found at <http://www.citiprogram.org>
- c. Read the Carilion Clinic *Institutional Review Board Guidebook*, 2014
- d. Read Article, "From Theory to Practice"
- e. Read What to Expect as an IRB Member
- f. Review Getting Access to PRISM User Guide
- g. Attend a new member orientation education session

All IRB Members

Carilion Clinic IRB requires ongoing completion of the on-line CITI education course every three years after initial completion of the IRB Member CITI Course. IRB members will be contacted with information and instructions as their anniversary approaches.

Before an individual may be appointed as an IRB member, CITI training must be completed or active. The IRB chair will invite the individual to attend meetings as a guest until CITI training is completed. The individual will be given 90 days after the invitation to become a member to complete the necessary training.

At the three-year anniversary of initial completion, the HRPO designee will notify each member of necessary renewal requirements.

Members will be given 90 days to complete their necessary refresher education. If the refresher education is still incomplete after 90 days, the members will not be eligible to vote on items at the IRB meeting until education is complete. The situation will be referred to the Chair for resolution and to determine if further corrective action is necessary, including removal from the Board.

An automated completion report will automatically be generated and emailed to HRPO designee once a member has successfully completed the education modules. HRPO staff will coordinate and track training requirements, and document the date of completion in the individual's member file.

With the exception of the IRB Chair and Vice-Chair, IRB members who remain on the Board for at least 8 years and have completed three CITI course cycles during their time on the IRB will not be required to have additional CITI training. Instead, long-term IRB members will be encouraged to take advanced IRB education sessions with the Human Research Protections Office Education Manager and to attend regular IRB educational offerings either locally or nationally.

The Human Research Protections Office will also provide additional educational opportunities for board members including the following:

- Monthly education sessions
- Educational support for reviewing applications and using the IRB submission system for the review process.
- Virtual office hours on a monthly basis

Human Research Protections Office Staff and Leadership

HRPO staff must complete the following training within 90 days of their employment/appointment and refresher training every three years:

- If appointed as an IRB member, they must complete the training outlined above for new and continuing members.
- Good Clinical Practice Course
- Biomedical Researchers Course
- Continuing education as directed.

The IRB Chair and Vice-Chair(s) must complete the following training within 90 days of their appointment and a refresher training every three years:

- IRB Member CITI Course
- Continuing education as directed

The IRB Chair and Vice-Chair will need to continue to update their CITI certification beyond three course cycles while serving in these roles.

The Institutional Official must complete the following training:

- CITI Training Course: Institutional/Signatory Official: Human Subjects Research.