

## Research Training Requirements

Members of the MVAHCS research community are required to complete a series of training courses. This document outlines these specific training requirements as they relate to:

- 1) All Research Staff
- 2) Research Staff involved with Human Subjects Research
- 3) Research Staff involved with Animal Research
- 4) Research Laboratory Staff
- 5) Research Staff working with Safety Hazards
- 6) Research Committee Members & Institutional Officials

The MVAHCS Research Office requires that all research staff satisfy training requirements before beginning any research-related activities. Most courses must be renewed periodically. Please contact the [Research Office](#) (612-467-2800) if additional information is needed.

### General Training Requirements

The following course is required for all MVAHCS employees on an annual basis:

- *VA Privacy and Information Security Awareness and Rules of Behavior*

All new employees with direct access to PHI or access to PHI through VA computer systems are required to take this training within 30 days of hire (or prior to the employee being allowed access to PHI in any format) and annually thereafter:

- *Privacy and HIPAA Focused Training*

Both courses can be accessed at <https://www.tms.va.gov>.

### Research Safety Training Requirements

Research Safety Training Checklists and links to training materials are on the MVAHCS internal shared drive at **Q:\Research\3 - Training\Training Material\SRS\Research**.

Before access to secure research areas will be granted, research staff must also complete:

- *VA Biosecurity* - Course information can be accessed at:  
<https://www.citiprogram.org>

## Human Subjects Research Training Requirements

All members of the MVAHCS Research Community involved in human subjects' research, including but not limited to, investigators, research coordinators, research assistants, IRB Administrative Staff, and Research Compliance Officers, must complete the following training prior to beginning work with Human Subjects and every three years thereafter:

- *VA Human Subjects Protection and Good Clinical Practices*

This course can be accessed at <https://www.citiprogram.org>

## Animal Research Training Requirements

This section details the requirements for individuals who utilize laboratory animals for research, training, or teaching in any of settings below:

- Conduct or supervise use of animals on VA property
- Conduct or supervise use of animals purchased with VA funds;
- Conduct or supervise use of animals while on a VA tour of duty but not on VA property

All members of the MVAHCS Research Community involved in animal research must complete the following training prior to beginning work with animals and every three years thereafter:

- *Working with the VA IACUC*
- *Animal-Specific Training:* The specific courses required related to animal research are dependent upon the role of the staff member and the particular type of animal research being conducted:

<b>ANIMAL</b>	<b>COURSE</b>
Mouse	<i>Working with Mice in Research Settings</i>
Rat	<i>Working with Rats in Research Settings</i>
Rabbit	<i>Working with Rabbits in Research Settings</i>
Dog	<i>Working with Dogs in Research Settings</i>
Swine	<i>Working with Swine in Research Settings</i>
Nonhuman primate	<i>Working with Nonhuman Primates in Research Settings</i>

All courses can be accessed at <http://www.citiprogram.org>

## Additional Training Requirements

**Members of the Institutional Review Board (IRB)** must complete this training at the time of appointment and every three years thereafter:

- *VA Human Subjects Protection and Good Clinical Practice*

This course can be accessed at <https://www.citiprogram.org>

**Members of the Institutional Animal Care and Use Committee (IACUC)** must complete this training at the time of appointment and every three years thereafter:

- *Essentials for IACUC Members*

This course can be accessed <https://www.citiprogram.org>

**The Medical Center Director (Institutional Official)** must complete this training every three years to meet Federal wide Assurance (FWA) requirements:

- *OHRP Human Subjects Assurance Training*

This course can be accessed at <http://ohrp-ed.od.nih.gov/CBTs/Assurance/login.asp>