

HRPP/IRB Training Requirements

For questions about these requirements,

1. Call: 318-813-1350 or
 2. Email: SHV IRB OFFICE STAFF IRBOFFICESTAFF@lsuhs.edu
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CITI Education

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

Register as a new user, using **Louisiana State University Health Sciences Center-Shreveport** as your affiliation. If possible, enter two email addresses. If you use another institution, you may not get credit for the courses you complete. If you already have a CITI account, you do not need to create a new one. Please select **Louisiana State University Health Sciences Center-Shreveport** under affiliations. CITI will automatically populate the courses you have completed and the ones you need to complete for our institution. Please call or email if you need assistance retrieving your user name or adding LSUHSC as affiliation.

Human Subjects Research

Investigator and Site Research Staff Required Training for Clinical Studies

Course Type	Course Title	Timeline
Initial Course	CITI Biomedical Research Basic	Prior to IRB Submission
Initial Course	CITI Conflict of Interest	Prior to IRB Submission
Initial Course	CITI Good Clinical Practice	Prior to IRB Submission
Initial Course	CITI Health Information Privacy & Security	Prior to IRB Submission
Initial Course	Undue Foreign Influence: Risks and Mitigations	Prior to IRB Submission
Refresher Course	CITI Biomedical Refresher	Every 3 years
Refresher Course	CITI Conflict of Interest	Every 4 years or upon change
Refresher Course	Undue Foreign Influence: Risks and Mitigations	Every 3 years

Investigator and Research Staff involved in Non-clinical Studies (Surveys, Qualitative, Educational, Record Reviews) Required Training

Course Type	Course Title	Timeline
Initial Course	CITI Biomedical Research Basic or CITI Social and Behavioral Research Basic	Prior to IRB Submission
Initial Course	CITI Conflict of Interest	Prior to IRB Submission
Initial Course	CITI Health Information Privacy & Security	Prior to IRB Submission
Initial Course	Undue Foreign Influence: Risks and Mitigations	Prior to IRB Submission
Refresher Course	CITI Biomedical Refresher	Every 3 years
Refresher Course	CITI Conflict of Interest	Every 4 years or upon change
Refresher Course	Undue Foreign Influence: Risks and Mitigations	Every 3 years

All personnel involved in the collection, transfer, shipping or processing of human biological samples are required to complete biosafety training and educational courses, both for their own protection and to maintain compliance with numerous local, state and federal regulations including the Office of Risk Management, the Occupational Safety and Health Administration (OSHA) and/or the National Institutes of Health (NIH).

The following courses as well as other related courses are available through the CITI online research training program: <https://www.citiprogram.org/>

5.2.10.1 Basic Biosafety Training

5.2.10.2 OSHA Bloodborne Pathogens

5.2.10.3 OSHA Personal Protective Equipment

5.2.10.4 (IATA) Shipping and Transport of Regulated Biological Materials

5.2.10.5 Biohazard Spills and Releases

5.2.10.6 Human Gene Transfer Trials

Not Human Subjects Research

(QI/QA, Case Reports, Cadaver Specimen etc)

Please note that the IRB retains ultimate authority to determine whether an activity meets the definition of human subject research or not. If the IRB determines the activity to be human subject research, then mandatory institutional CITI education and COI disclosure completion will be verified and will be required to be completed if pending.

Course Type	Course Title	Timeline
Initial Course	CITI Conflict of Interest	Prior to IRB Submission
Refresher Course	CITI Conflict of Interest	Every 4 years or upon change

SFI/COI disclosure in SHIELDs

After you have completed the **CITI COI** course you can register for the COI/SFI Disclosure on: <https://shieldscoi.lsuhealthsystem.org/>. After you register on SHIELDs, the COI Project Manager will set up your disclosure page. When this is done she will send you an email to re-enter SHIELDs to complete the disclosure process. Even if you have nothing to disclose you must complete this process.

*There are eight questions, which must be answered and the last sentence in red, allows the committee to review your COI disclosure form. If the red box is not checked, your submission will be incomplete and remain in draft status.

Questions re: SFI/COI should be directed to Leshonda Lindsey Leshonda.Lindsey@lsuhs.edu
