

CITI

Program For The Protection of Human Research Subjects

ABOUT THE CITI PROGRAM

The Collaborative Institutional Training Initiative (CITI) program was developed by experts in the "IRB community" and consists of two "Basic" courses in the Protection of Human Research Subjects for Biomedical as well as for Social/Behavioral Research.

CITI also offers case based "Refresher Courses" for continuing education (see refresher course instruction below). Researchers and staff from the NSMC clinical research community and IRB members are required to take the **Basic Biomedical course**. The Biomedical course contains 16 modules. Each module includes reading material that can be read on screen or printed and a brief on-line quiz. The format is "open-book" - you may refer back to the text at any time while taking the quiz. The refresher course (a shorter version of the Basic Course) must be completed every three years.

CITI/SOFTWARE REQUIREMENTS:

Note that you will need to have MS Explorer 5.0 or higher (preferred) or Netscape Navigator 6.2 or higher, MS Word or other word processing software capable of viewing files in the RTF format and Adobe Acrobat Reader software, Version 5.0 or higher.

STEPS for CITI BASIC Course - Registration/Instructions

1. Go to <http://www.citiprogram.org>
2. Select "New Users – [Register Here](#)"
3. Select your Participating Institution, e.g., **North Shore Medical Center** [first menu only]
4. Select your User Name and Password. [provide Partners username]
5. Provide Name and E-mail address
6. Complete CITI Registration Page. [note *required fields]
7. Select Curriculum - NSMC:
 - 7.1 Question 1: Select the Learner Group that is most appropriate for your research activities. You will be enrolled in the Basic Course for that group.
 - 7.1.1 For researchers performing biomedical studies and IRB members, select Group 1- Biomedical Research
 - 7.1.2 For researchers planning to perform ONLY social/behaviorial research, select Group 2 – Social/Behaviorial Research Course
 - 7.1.3 If you have completed the Basic Course within past 2 years for another Partners institution or have completed a non-CITI basic course and have received approval from the NSMC IRB Administrator, select "I have completed the Basic Course. Please go to Question 2"
 - 7.2 Question 2: Choose the appropriate Refresher Course, if applicable (see 7.1.3)
8. Re-confirms your learner institution selection and asks if affiliated with other institution?
 - 8.1. Select applicable answer (e.g., if you were previously affiliated with either the BWH, DFCl or MGH and now wish to also affiliate with NSMC, select "yes")
9. Learner Menu – Two Sections:
 - 9.1 Section 1: reviews/confirms your profile information
 - 9.2 Section 2: Institutional header, see *My Courses*: click on "Not Started – [Enter](#)" next to the course(s) you have selected.
10. Complete ALL the Required Modules by reading module text and taking quizzes.
11. Review/complete the instructions on institutional (last) module. **You must complete this step for your results to be sent to us.**
12. You have now completed the human subject protection education requirements.

**North Shore Medical Center IRB
CITI Instructions – July 2008**

Completion of the CITI Basic Biomedical course takes approximately 4-6 hours, however the program need not be completed at one time. **Please Note: Registrants who begin the course but do not log in again for 30 days will be deleted from the system and will have to re-register.** CMEs for completion of the CITI program are available through the University of Miami. Details are available on the CITI site.

ADDITIONAL COURSES (these are currently optional):

1. CITI Good Clinical Practice (GCP) Course.

PLEASE NOTE: This GCP course should be completed only **after completing the "Basic Biomedical Course"** requirement as outlined above and is **not to be completed in place of the basic biomedical course.** However, the GCP course may be chosen as a refresher course to receive continuing education credit and will meet the CITI recertification requirement. To access the GCP module, at main learner menu, select 'change group' and select CITI Good Clinical Practice Course.

2. CITI Responsible Conduct of Research (RCR) Course.

PLEASE NOTE: This RCR course is **not to be completed in place of the basic biomedical course.** However, the RCR course may be chosen as a refresher. To access the RCR module, at main learner menu, select 'change group' and select CITI Responsible Conduct of Research Course.

STEPS for CITI REFRESHER Course - Registration/Instructions:

For returning CITI user:

1. Go to <http://www.citiprogram.org>
2. Log-on with username/password, you will be directed to main Learner Menu:
section one: reviews/confirms your profile information
section two: Institutional header, see Human Research Curriculum
3. Complete the Refresher Course by reading module text and taking quizzes.
4. Review/complete the instructions on institutional (last) module. **You must complete this step for your results to be sent to us.**
5. You have now completed the human subject protection continuing education requirements.

Completion of the CITI Refresher Biomedical course takes approximately 30 minutes, however the program need not be completed at one time. **Please Note: Registrants who begin the course but do not log in again for 30 days will be deleted from the system and will have to re-register.**

The NSMC IRB office automatically receives notice once you complete the CITI Basic and/or CITI Refresher courses. Please maintain a copy of your CITI completion report as your certificate of successfully completing the required CITI training course.

If you have any questions, please contact Laura Knight, NSMC IRB Administrator at 781-477-3678.