

Approved by IRB executive committee: February 6, 2008
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AAHRPP Elements I.1.D. and I.4.A

POLICY

Training of Institutional Review Board (IRB) staff and members is critical if the IRB is to fulfill its mandate to protect the rights and welfare of research subjects consistently throughout the University of Utah research community. Regular IRB members and IRB Chairs are expected to complete currently required training on ethics and regulations. They are also expected to attend ongoing training meetings. When appropriate, education pertaining to existing or new IRB policies and procedures will be presented at a convened meeting. Training materials will be posted on the IRB website.

The IRB Director establishes the educational and training requirements. IRB staff and members will receive initial and ongoing training regarding the responsible review and oversight of research and all policies and accompanying procedures.

PROCEDURES

1. IRB Staff Training

- 1.1. IRB staff will complete training in the protection of human research subjects through the University of Miami's Collaborative IRB Training Initiative (CITI) Online Training.
- 1.2. IRB staff will receive initial and ongoing training in the areas germane to their responsibilities, including all Standard Operating Policies and Procedures (SOP).
- 1.3. IRB staff will be encouraged to attend workshops and other educational opportunities focused on IRB functions and human subject research. The University of Utah will support such activities to the extent possible and as appropriate for staff responsibilities.

2. IRB Member Training

- 2.1. IRB members will complete training in the protection of human research subjects through the University of Miami's Collaborative IRB Training Initiative (CITI) Online Training.
- 2.2. IRB members will participate in initial and ongoing training in areas germane to their responsibilities.
- 2.3. IRB members will be encouraged to attend workshops and other educational opportunities focused on IRB functions and human subject research. The University of Utah will support such activities to the extent possible and as appropriate for member responsibilities.
- 2.4. IRB Chair(s) and IRB Vice-Chair(s) will receive additional training in areas germane to their additional responsibilities.

3. Investigator and Study Personnel Training

3.1. All University of Utah human research Investigators and key study personnel must complete one of the following human subject protection research training programs:

- The University of Miami Collaborative IRB Training Initiative (CITI)
- U.S. Department of Veterans Affairs Good Clinical Practice Training
- National Cancer Institute Human Participant Protections Education for Research Teams Training

3.1.1. Investigators and key study personnel must provide a certification of completion to the University of Utah IRB prior to conducting any human subject research. The individual must complete the modules pertinent and applicable to his/her field of research (that is, biomedical or social/behavioral sciences).

3.1.2. Investigators and key study personnel may complete a human subjects protection training concurrently during the IRB review process of the research. The IRB coordinator will verify investigators and key study personnel have completed one of the three training programs listed before the notification of final approval by the IRB Chair or designee is sent and the study is moved to an approved status in the ERICA online system.

3.2. The Office of the Vice President for Research offers several continuing education and training opportunities (Research Administration Training Series) designed to support, develop and maintain a standardized body of knowledge and best practice methodology for all research personnel at the University of Utah. Principal Investigators and key study personnel have an open invitation to attend or complete as many of the educational sessions as available.