



CITI Program Training Assignment for HJF New Hires

Instructions:

1. Fill out the information below to assist the Office of Regulatory Affairs and Research Compliance with assigning CITI Program courses to your new employee. HJF personnel are required to complete HJF HIPAA training on an annual basis. CITI Program courses are assigned to HJF staff based on their research role and job responsibilities with HJF programs. Please refer to page 2 of this form if you need additional information on the courses listed below.
(NOTE: This form should NOT be completed for new hires at HJF headquarters location.)
2. Submit completed form to the Office of Regulatory Affairs and Research Compliance via email at: regulatoryaffairs@hjf.org.
(NOTE: Please complete and submit this form within five business days of employee's start date.)

Employee Information:

Employee Name: _____
 Employee ID: _____
 Employee Start Date: _____
 Employee Job Title: _____
 Employee Department/Program: _____
 Employee Location: _____
 Supervisor Name: _____
 Supervisor Email: _____
 Supervisor Phone: _____

CITI Program Training Courses:

- Animal Use Training
- Good Clinical Practices
- HIPAA for Administrative
- HIPAA for Clinical Investigators
- HIPAA for IT Personnel
- HIPAA for Clinicians, Research Coordinators & Research Assistants
- Human Subjects Protection Biomedical & SBR Initial
- Responsible Conduct of Research for Administrators
- Responsible Conduct of Research for Soc & Behav
- Biosafety and Biosecurity
- US Export Controls
- Conflicts of Interest in Research
- IRB Chair

This form has been completed by:

Name: _____
 Job Title: _____
 Phone Number: _____
 Date: _____

For additional information or questions please contact:

Marianne Spevak, BSHS, CCRC, CCRA
 Director, Office of Regulatory Affairs and Research Compliance
 HIPAA Privacy Officer
 Henry M. Jackson Foundation for the Advancement of Military Medicine
 Office: 240-694-2067, Email: regulatoryaffairs@hjf.org

**Please return this completed form to the Office of Regulatory Affairs and Research Compliance
 via email at: regulatoryaffairs@hjf.org.**

CITI Program Course Name	CITI Program Course Description and Target Audience	Course Duration
Animal Use Training	Training for employees that work with animals or in the IACUC that need animal use training. Also available for those employees whose work site does not offer training in animal research.	30 Minutes
Good Clinical Practices	Required for those that are in regulatory affairs positions, clinical research coordinators, and those that are involved with protocols involving vaccines, IDEs and INDs.	2 Hours
HIPAA for Administrative	Required for all employees that are not Clinical Investigators, IT personnel, Clinicians, research coordinators, or Regulatory Affairs employees. This course is also for those employees that are in an administrative role and are NOT HJF Headquarters employees.	1 Hour
HIPAA for Clinical Investigators	Required for all Clinical Investigators and Associate Investigators in research	90 Minutes
HIPAA for IT Personnel	Required for all IT personnel company wide.	45 Minutes
HIPAA for Clinicians, Research Coordinators & Research Assistants	Required for all employees that are Clinicians, Research Coordinators, Research Nurses, Regulatory Affairs employees, Clinical Trials employees and other employees that work with human subjects, human subject data or specimens.	90 Minutes
Human Subjects Protection Biomedical & SBR Initial	Required for all employees working with human subjects and working with human subject data, and/or samples/specimens.	2 Hours
Responsible Conduct of Research for Administrators	Required for any administrative employees that work on projects that are funded through the National Science Foundation (NSF).	30 Minutes
Responsible Conduct of Research for Soc & Behav	Required for any employees that work on projects that are funded through National Science Foundation (NSF). Required for new post-graduate scientists and other non-administrative employees that are new to research. Course covers Mentoring, Plagiarism, Misconduct, Authorship, and Research Integrity.	30 Minutes
Biosafety and Biosecurity	Training for employees that work in the laboratory environment. The required Shipping Dangerous Goods module, which is required for any employee that ships/packages dry ice, blood and other specimens, and dangerous/hazardous goods, can also be taken under this course.	2 Hours
US Export Controls	Required for all employees whose duties and responsibilities require dealing with international projects. Required for HJF Headquarters personnel in Program Management and Regulatory Affairs Department.	45 Minutes
Conflicts of Interest in Research	Required for all employees that work on awards, protocols, and grants that are funded by NIH. Also required for all Regulatory Affairs employees and Office of Sponsored Program (OSP) employees at HJF Headquarters. USUHS employees that are on NIH grants are also permitted to take this course. This course must be completed PRIOR to the employee being named on a proposal being submitted to NIH.	30 Minutes
IRB Chair	Training for employees that are Institutional Review Board (IRB) chairs.	15 Minutes

For questions or additional information, please contact:
Office of Regulatory Affairs and Research Compliance at
regulatoryaffairs@hjf.org