



## Seattle Institute for Biomedical and Clinical Research

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TO: New Employees Working in Human Studies

FROM: Rose Hawley  
Assistant Director

Date: November 18, 2005

RE: **Human Studies Compliance**

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All personnel at the VA Puget Sound Health Care System who work with patients for research or with patient identifiable research data need to complete training in Human Subjects and Good Clinical Practices to satisfy both NIH and VA requirements. They also must have their credentials verified and have a Scope of Work on file.

**All four of these requirements must be fulfilled before you may work with Human Subjects, this includes patients, tissue, or data.**

**A. Human Subjects** All new staff involved in the conduct of human studies (or those who have not completed the CITI course within the last year) must complete the VA modules described below to satisfy both Human Subject protection and Good Clinical Practices (GCP) requirements.

VA employees must register and complete this course on the Employee Education System On-line Learning website.

<http://vawww.ees.aac.va.gov/librix/loginhtml.asp?v=librix> See attached directions for more information.

For non-VA employees and/or non-VA computers go to <https://www.ees-learning.net>. See attached directions for more information.

**B. VA Privacy Training (HIPAA)** Also available on <https://www.ees-learning.net>. Look under "Available Courses", "Explore", "Ethics", "VA Privacy Policy-06". Please email [rose@sibcr.org](mailto:rose@sibcr.org) when the course is completed or send a certificate to S-151F, or fax to (206) 764-2742.

**C. Education Verification Form** must be completed as to allow the VA to verify you education. The form is enclosed, please return it to Rose Hawley at S-151F.

**D. Scope of Work** Your PI needs to establish a scope of work relative to your participation in the clinical research activity. A form is attached for this purpose. Your PI and you, the employee must complete and sign this form. The PI should keep the original in his/her files, but send a copy to SIBCR, S-151F. An electronic copy of this form is available on the G Drive, VA Share, R&D Forms, in the "Stand Down" Folder.

If you have completed these requirements previously please contact me. If you have any questions or need more information you can reach me at 764-2929 or [rose@sibcr.org](mailto:rose@sibcr.org)

## Employee Education System Online Courses

To access training courses: from non-VA computer go to <https://www.ees-learning.net>.  
From VA computer go to <http://vaww.ees.aac.va.gov/librix/loginhtml.asp?v=librix>.

1. Enter your user name and password and click submit. User name and passwords are not transferable between VA and non-VA computers.
  - a. First time users: Click on First time users.
  - b. For WOC SIBCR employee choose “VA/Other”
  - c. In the drop down menu click on the appropriate category.
  - d. In the third screen choose “VHA” from the drop down box.
  - e. Create an account by creating a user name and password. Both of these must have at least 8 characters. The password must include some uppercase and numbers.
  - f. When you have successfully created an account you may start using your user name and password to access training classes.
  
2. To find **Overview of Good Clinical Practice & Human Subject Protection** training Click on “Available Courses” button on the left. Then click the “Explore” tab at the top right of the page. Find the Research and Development folder and double click. Overview of Good Clinical Practices is either on page one or two.
  
3. To find **VA Privacy Policy – FY06** click on “Available Courses”, click on Explore tab, then find the Ethics folder and double click. VHA Privacy Policy – FY06 should be on the first page.
  
4. Once you have found the course you want:
  - a. The course will be listed with a Register link to the right of the title.
  - b. Click the Register link.
  - c. After successfully registering, you will be asked if you would like to return to My Courses to begin the course.
  - d. Select View My Courses to begin the course or View Available Courses to register for another course.
  
5. Work your way through the modules. You must do 75% or better on all quizzes.
  
6. When you have completed your certificate print one for your records and do one of the following:
  - a. E-mail the certificate to Rose Hawley. Click on the icon that looks like an open envelope. Scroll down to “send a page” then send the e-mail that pops up (may be a second delay) to [rose@sibcr.org](mailto:rose@sibcr.org).
  - b. Fax certificate to (206)764-2742, Attn: Rose Hawley
  - c. Inter-office mail to Rose Hawley S-151F