



## Seattle Institute for Biomedical and Clinical Research

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TO: New Employees Working in Human Studies

FROM: Rose Hawley  
Assistant Director

Susan Lim  
HR/Operations Coordinator

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.

**The following 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.

To access this training course please follow the attached instructions.

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

**C. Scope of Work** Your PI should complete this requirement with you as part of the new hire process. Please inquire about this form with your PI.

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) or Susan Lim at 764-2130 or [susan@sibcr.org](mailto:susan@sibcr.org).

## CITI Course in the Protection of Human Subjects

To access training courses: go to <https://www.citiprogram.org/default.asp>

1. Click on “Register for CITI Courses”
  - a. Under Veterans Affairs drop down menu select “Seattle, WA-663”  
*Note: “VA GCP only” institution was set up some time back to make it easy for people already registered with their affiliate to take the required VA training. But now all the VA’s have a “VA GCP only” group to choose that will meet VA requirements, which means the “VA GCP only” institution can be ignored. So please choose the Seattle VAMC as your institution.*
2. Create username and password
3. Complete Registration and the necessary modules should show up.  
*NOTE FYI: For the question: “which course are you planning to take?” It doesn’t matter- any answer is fine. This information is used for statistical trends analysis only.*
4. It will take approximately 1-2 hours to complete the modules in VA-only group.

Once you have completed the training please print out the Completion Record and turn into Rose Hawley or Susan La in one of the following ways:

1. Mail to Attention Rose Hawley or Susan Lim, mailstop S-151F
2. Fax to 206-764-2742 or ext 62742 from within the VA
3. Drop it off in room 520 or 522