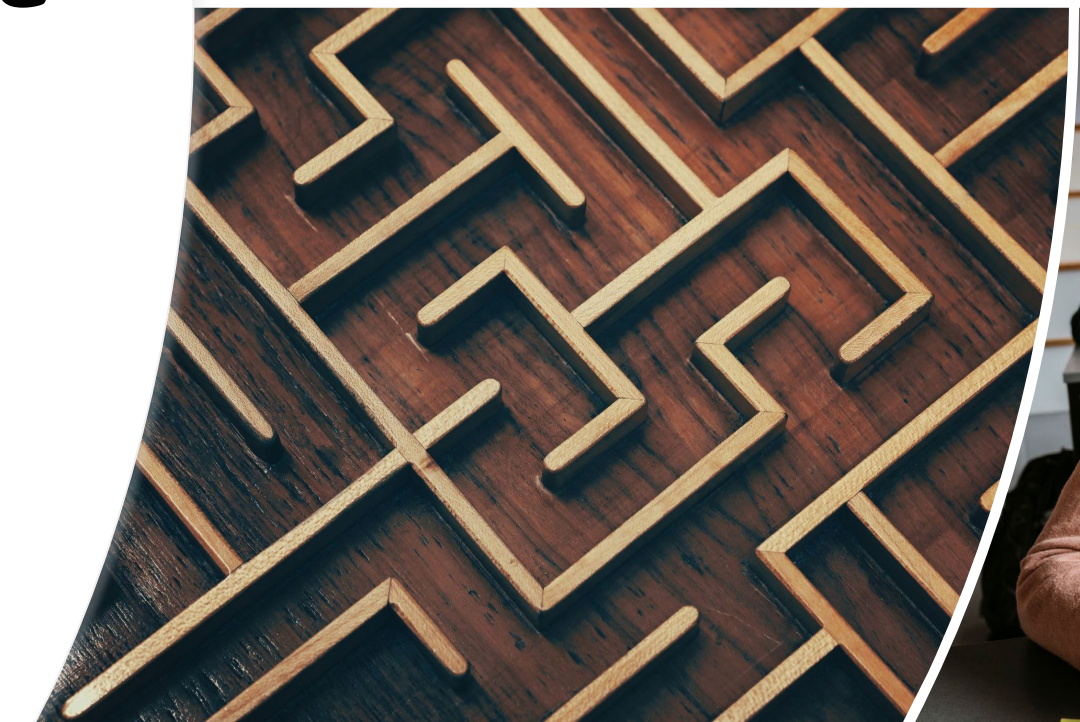
Session 2

Training: Lost in the Shuffle



Presenters

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Disclaimer

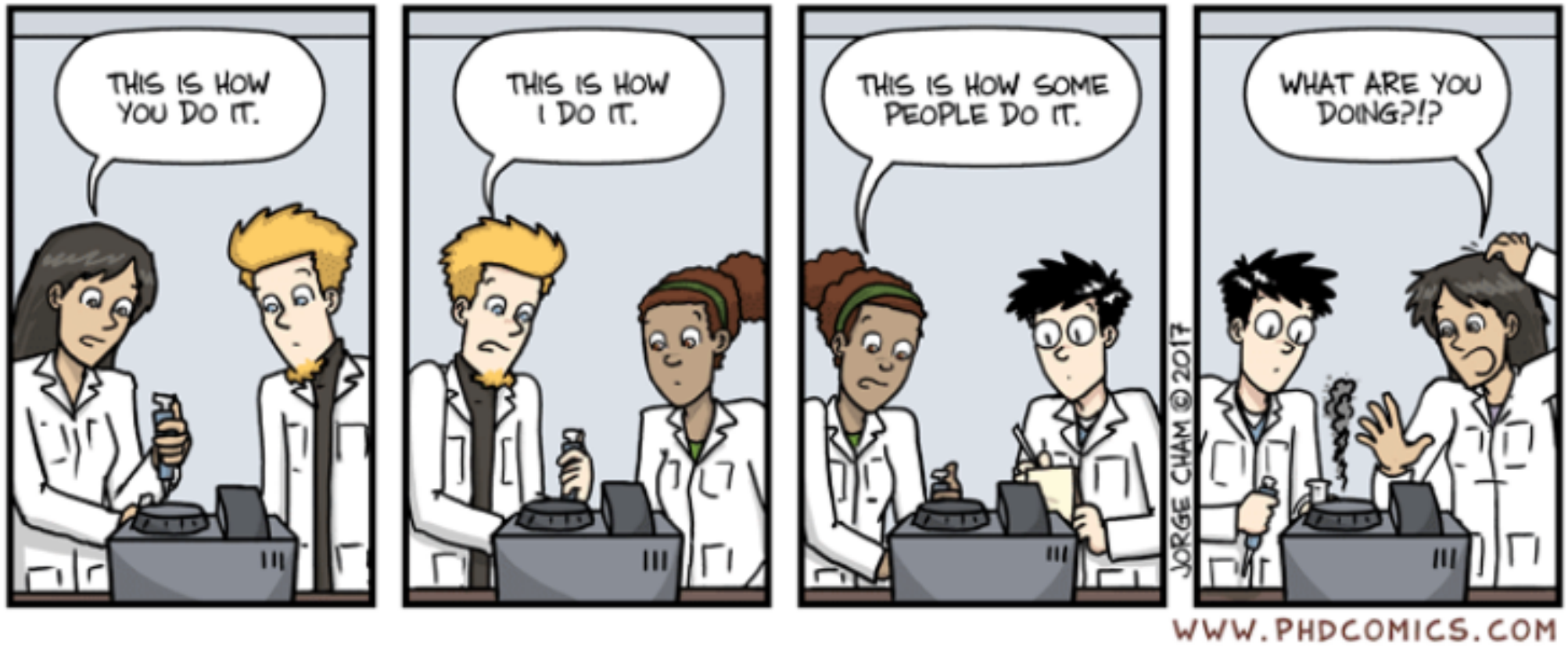
The opinions expressed are those of the presenters and may not necessarily reflect Montana State University.

MONTANA STATE UNIVERSITY

Our Session Goals

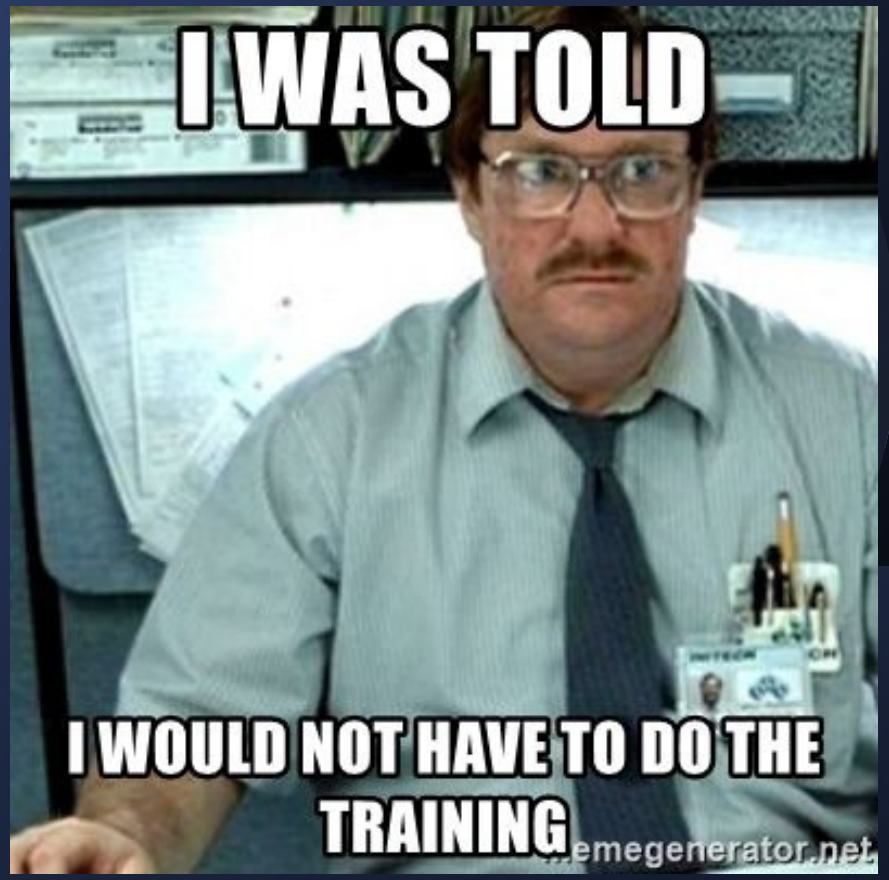
- Acknowledge Regulatory Training Requirements
- Offer Strategies to Manage Training Compliance: Delivery & Tracking Options
- Discuss Philosophy & FAQs
- Share Challenges
- Demo CITI

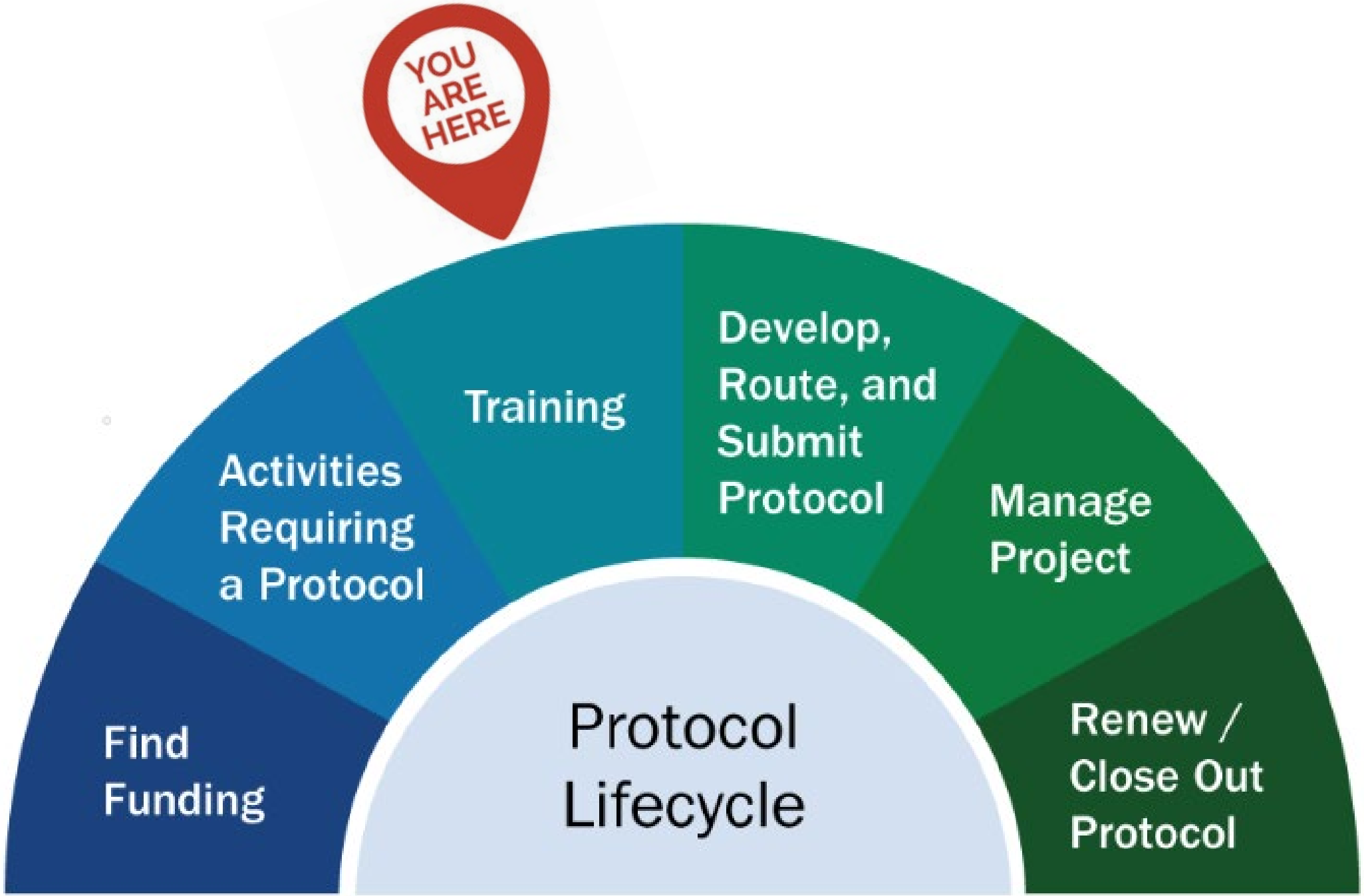
TRAINING TELEPHONE



title: "Training Telephone" - originally published 1/26/2018

Interactive Survey




YOU ARE HERE
Find Funding
Activities Requiring a Protocol
Training
Develop, Route, and Submit Protocol
Manage Project
Renew / Close Out Protocol
Protocol Lifecycle

Checking the Box

AND

Changing the Culture

Adding training requirements

- Is it necessary?
- Is it beneficial?
- In response to problems
- Subject to evolve

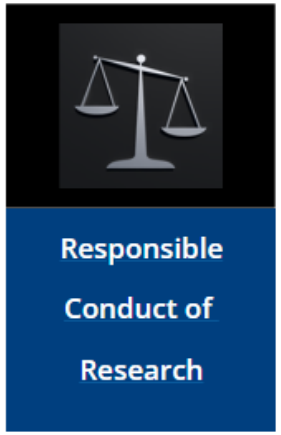
Define for your constituents:

- WHO must take training
- WHY based on proposed scope of work or research activities
- WHEN (how long does it take, due by, renewal cycle)

BASE TRAINING

Faculty or Staff Base Requirement - must choose one

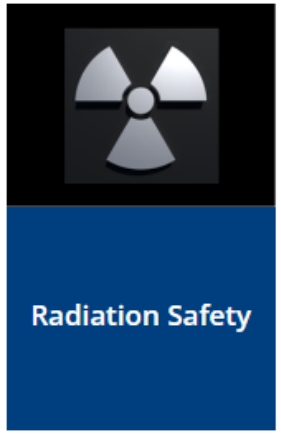
Personnel Type	Working with...	CITI Training Name	Protocol Requirement?
Faculty or Staff	Social and behavioral research with human subjects	IRB Social and Behavioral Research	Base Requirement
Faculty or Staff	Biomedical research with human subjects	IRB Biomedical Research	Base Requirement
Faculty or Staff	Data or biospecimens acquired from human subjects. This course is appropriate for researchers who will not have direct contact with human subjects but will be working with secondary samples that are identifiable and private.	IRB Data or Specimens Acquired from Human Subjects	Base Requirement



Responsible Conduct of Research

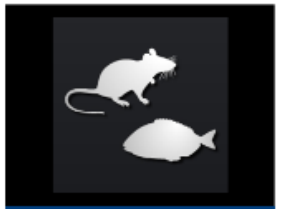
Biosafety

CITI



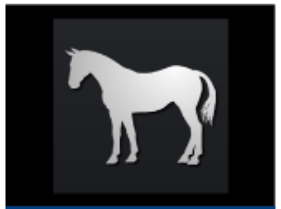
Radiation Safety

IRB



IACUC

COI



AACUC

https://www.montana.edu/orc/training

12.4

Clinical Trial

Is this study considered a clinical trial?

See Clinical Trials for guidance.

- (●) Yes

  ⚠ Personnel must take a relevant Good Clinical Practices training course in CITI and may also need to register the trial federally or convene a DSMB depending on funding requirements.

- ( ) No

ADD-ON Requirements for Faculty, Staff, or Students

Personnel Type	Working with...	CITI Training Name	Protocol Requirement?
Faculty, Staff or Student	Confidential information, Protected Health Information (PHI), or HIPAA associated data obtained from a covered entity	IRB Information Privacy Security for PHI or HIPAA	Required add-on if protocol involves Protected Health Information (PHI)
Faculty, Staff or Student	Clinical Trials	IRB Clinical Trials and Good Clinical Practice...	Required add-on if protocol meets the definition of a clinical trial

Committee Member Training

Institutional Training Approaches

- DIY - Using your Learning Management System (LMS)
- In-Person
- Third Party Online

DIY - Using your Institution's LMS for Training

Creating your own trainings and host on your LMS
(ex: D2L, Moodle, etc.)

Pros

- You create specifically for your institution
- May have central office maintaining LMS

Cons

- Content must be created/updated with changes
  - Who creates the content?
  - Who tracks the training?
- Enrollment of personnel to course(s)
- Central office maintaining LMS

In-person Trainings

- Pros
  - Build relationship with researchers
  - Lab specific
  - Hands-on
  - Q&A session at training
- Cons
  - Limited availability
  - Time consuming
  - Schedule conflicts

Third Party Online Trainings

(ex: CITI, other federal options)

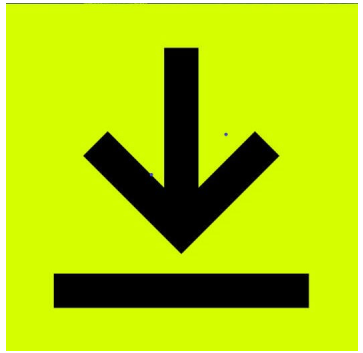
- Pros
  - Content is created
  - May be able to customize, as needed, as time permits
  - Personnel may be able to associate more than one institution
- Cons
  - Cost – is it worth the money?
  - Which trainings to choose?

Non-Affiliate Personnel Training Approaches

- For researchers outside of your institution

- But your institution is still obligated to confirm they have training

- MSU requires Single Sign On (SSO) to log in to most of our resources



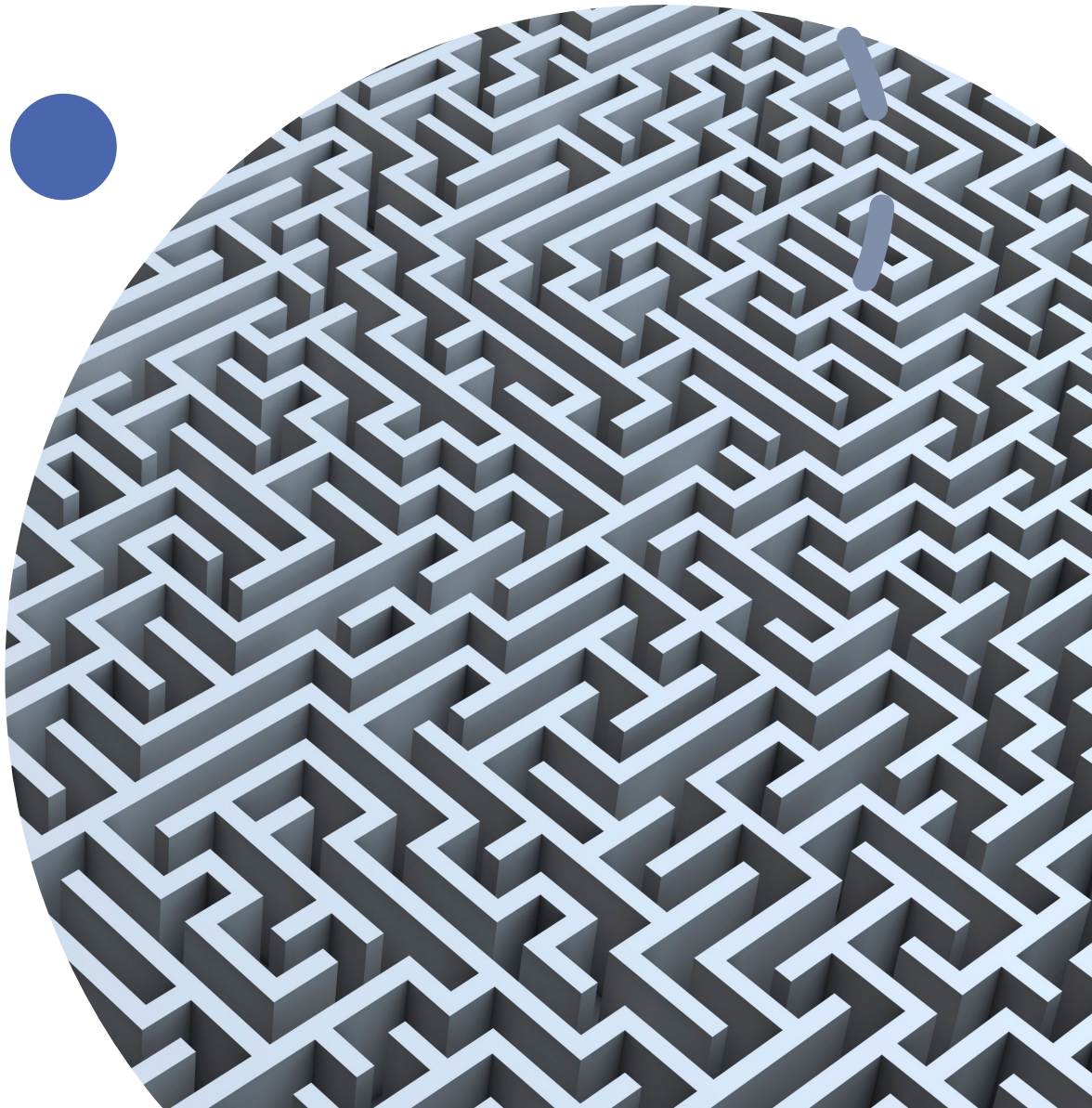
Vector Solutions

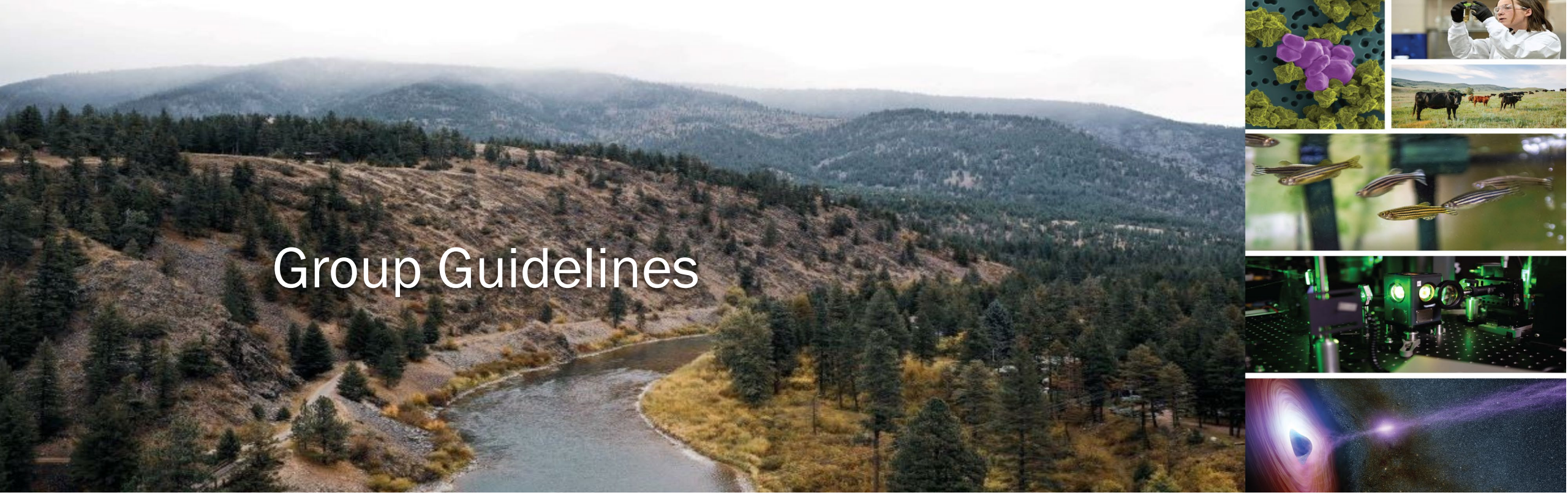
CITI PROGRAM

UIC CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE

Tracking the Training

- How do you track your trainings?
- Who has access?
- How do you keep files updated?
- Who adds training records to protocols?
- How are your training records connected to your protocols?





Group Guidelines

- Stories stay, lessons leave
- Make sure everyone is heard in your small group discussions
  - Limit your comments to a couple of sentences so that you don’t dominate the discussion.
  - Three and me principle where you allow three people to speak before you speak again.
- Speak with the expectation you will be heard and listen with the opportunity to be changed.
- Use “I” statements so that you are speaking from your personal experience.
- Take risks and expect discomfort: We ask that you contribute to discussions and exercises by sharing your thoughts, feelings, and experiences. Sometimes this may involve personal discomfort and risk taking. It is up to you the degree of risk or disclosure you make.

Discussion

Instructions:

- Discuss the questions with your group.
- Designate someone to report out.

Discussion

1. What is your opinion of training in general?
2. How do you counter the perception that training is a waste of time?
3. What are some FAQs you receive about training? How do you handle these?

Training Challenges - Examples

Challenge 1: Taking the wrong training

Challenge 2:

Emails,
Gmails,
and initial integration,
oh my!

Challenge 3: Software

Challenge 4:

Separating Records –

Students and Class projects

Challenge 5:

Provide further customization

Recap of Our Session

- Acknowledge Regulatory Training Requirements
- Offer Strategies to Manage Training Compliance: Delivery Options & Tracking Options
- Discuss Philosophy & FAQs
- Share Challenges
- Demo CITI

Wrap-Up & Questions

DEMO TIME!

- **CITI – our online training software**
  - Demo mode
  - Explore Our Courses
  - Assigning courses/removing course from accounts
  - Course completion history
  - Customized course and/or select curriculum page
  - Support tab
  - Reports/data pulls

- **TOPAZ – our protocol system**
  - Where to find training records