

Training and Education

I. Purpose

This Procedure outlines the training and education requirements for Office of Human Research Affairs (“OHRA”) staff, Einstein Institutional Review Board (“IRB”) members, and investigators and key study personnel affiliated with Albert Einstein College of Medicine (“Einstein”) or Montefiore Medical Center (“MMC”) who are engaged in human research that is under the auspices of the Einstein IRB.

II. Scope

This Procedure applies to OHRA staff, Einstein IRB members, and investigators and key study personnel affiliated with Einstein or MMC who are engaged in human research that is under the auspices of the Einstein IRB.

III. Definitions

None.

IV. Procedure

1. OHRA Staff Training

- a. OHRA staff are required to complete Collaborative Institutional Training Initiative (CITI) human research training program, the requirements for which are outlined on the OHRA website. CITI training must be re-certified every 5 years.
- b. OHRA staff receive initial and ongoing training in areas germane to their responsibilities.
- c. OHRA staff are encouraged to attend workshops, conferences, and other educational opportunities focused on IRB functions and human research.

2. IRB Member Training

- a. IRB members are required to complete CITI human research training program, the requirements for which are outlined on the OHRA website. CITI training must be re-certified every 5 years.
- b. The Education Manager arranges an orientation meeting for each new member.
- c. Each member is provided with the IRB Member handbook and access to the OHRA’s Policies and Procedures.
- d. OHRA staff periodically arrange educational presentations at the beginning of convened IRB meetings.
- e. IRB members are encouraged to attend workshops, conferences, and other educational opportunities focused on IRB functions and human research.

3. Investigator and Key Study Personnel Training

- a. Einstein and MMC investigators and key study personnel who are engaged in human research under the auspices of the Einstein IRB are required to complete CITI human research training program, the requirements for which are outlined on the OHRA website. CITI training must be re-certified every 5 years.
- b. The OHRA regularly offers training sessions on IRB requirements and the electronic protocol submission system, as well as other specialized educational offerings, as determined by Education Manager.
- c. The OHRA offers individual or group training and consultation sessions, by request.

V. Effective Date

Effective as of March 23, 2020

VI. Procedure Management and Responsibilities

Einstein's Office of Human Research Affairs is the Responsible Office under this Procedure. The Executive Dean is the Responsible Executive for this Procedure. The OHRA Director is the Responsible Officer for the management of this Procedure.