

**Department of
Veterans Affairs**

MEMORANDUM

Date: April 28th, 2008

From: ACOS, R&D (537/151)
Jesse Brown VAMC, Chicago, IL

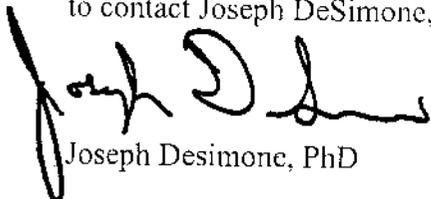
Subj: **Annual Reminder:
Facility Compliance Requirements**

To: All Investigators involved in Human Research

1. Attached to this email and for your review are the people in your area who have not completed the mandatory VA Training requirements. Please have them complete the training and return to my office by **Thursday, June 12th, 2008**.

2. Principal Investigators (PI) will be held responsible for ethical breaches in the conduct of their research and these significant breaches will affect the PIs ability to do research with the VA.

3. If you have any questions or require additional information, please do not hesitate to contact Joseph DeSimone, ACOS, at (312) 569-6166.



Joseph Desimone, PhD

Department of
Veterans Affairs

MEMORANDUM

Date: April 28th, 2008

From: ACOS, R&D (537/151)
Jesse Brown VAMC, Chicago, IL

Subj: **Mandatory Annual Web-based Training and Scope of Work**

To: **All Investigators, Co-Investigators Research Coordinators, Research Assistants involved in Human Subject Research and R&D Committee Members**

1. The purpose of this memo is to inform all investigators, co-investigators, Research Coordinators and Research Assistants involved in Human Subject Research that they should submit information regarding the "Scope of Individuals" Work (attachment) and **Mandatory** annual web-based training certificates to the R&D office **as soon as possible**.
2. The following **mandatory** web-based training courses are:
 - a). **ALL VA Employees and NON-VA Employees** must register and complete this course on the Collaborative Training On-Line Learning website at www.citiprogram.org. **SEE INSTRUCTIONS ON PAGES 6 and/or 7**
 - b) **VA and NON-VA Employees** are required to sign on to VA LMS website to complete the mandatory **annual** training of VHA Privacy Policy, VA Cyber Security Training and Information Security 201 training. **PLEASE SEE INSTRUCTIONS ON PAGES 6 and/or 7**

FOR TROUBLE SHOOTING, please call Carol Lane at (312) 569-7441.

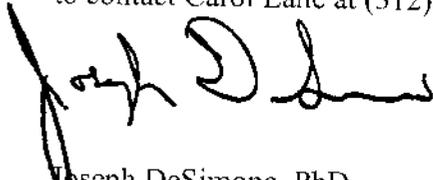
3. This is your **FIRST NOTICE** for completion of the above training modules. Training certificates are due in the R&D Office by **June 12th, 2008**. Everyone is required to complete the above training annually between March 15th and June 1st, each year. Once you have completed the training, please print the certificate and send a copy by mail or fax (312) 569-8114 to Carol Lane in the R&D Office.
4. Also, please complete a "**Scope of Individuals Work**" form for all personnel that are attached to your protocol (**NO EXCEPTIONS**).
5. **Failure** to comply with the mandatory training will result in your protocol(s) being "**SUSPENDED**" on **June 16th, 2008**.

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**PLEASE NOTE: ALL TRAINING MODULES MUST BE COMPLETED to
receive credit.**

6. If you have any questions or require additional information, please do not hesitate to contact Carol Lane at (312) 569-7441.

A handwritten signature in black ink, appearing to read "Joseph DeSimone". The signature is written in a cursive style with a large initial "J" and "D".

Joseph DeSimone, PhD
ACOS, R&D

Attachments

Telephone (312) 569-7441
Fax # (312) 569-8114

SCOPE OF INDIVIDUAL'S WORK
MUST BE SIGNED BY PRINCIPAL INVESTIGATOR

Date: _____

Protocol # _____

***Please use one sheet for each person working with human subjects and make multiple copies.** Return or fax to: Carol Lane (312) 569-8114, R&D Office, Jesse Brown VAMC (537/151) no later than **JUNE 1st, 2008.**

Individual's Name _____

Role on Research Protocol

- | | |
|---|--|
| <input type="checkbox"/> Consenting patients | <input type="checkbox"/> Talk with patients or subjects |
| <input type="checkbox"/> Drawing blood | <input type="checkbox"/> Reviews medical records |
| <input type="checkbox"/> Works with Patient-specific Information | <input type="checkbox"/> Administers non-medication patient treatment or therapy |
| <input type="checkbox"/> Administer medications to patients or subjects | <input type="checkbox"/> Performs diagnostic or therapeutic procedures on patients or subjects |
| <input type="checkbox"/> Other, please explain below | |

Training certification must be dated within last 12 months and licensure must extend for next 12 months unless otherwise noted.

- Proof of license checked by principal investigator License not applicable
Expiration date of license: _____
- License expires in less than 12 months
- Date completed the VA annual web-based training **Human Subject Protection** (Please attach a copy of training certificate) _____
- Date completed the **VA Privacy training** (Please attach a copy of training certificate) _____
- Date completed the VA annual **VA Cyber Security training** (Please attach a copy of training certificate) _____
- Date completed VA annual **Information Security 201 training** (Please attach a copy of training certificate) _____

Principal Investigator's Name

Principal Investigator's Signature

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**INSTRUCTIONS FOR VA AND NON-VA EMPLOYEES ENTERING
MANDATORY "Human Subjects Protection (HSP)" TRAINING WEBSITES**

1. Type in: www.citiprogram.org.
2. Click on Register for CITI Course. Only if you are a first time user.
3. 537 is Station Number
4. The VA Affiliation is "Chicago (WS) IL-537
5. You will be asked if you took the EES training in 2006, click (yes) if applicable and proceed. If (no), then you must register first.

Please sign in to take the training.

INSTRUCTIONS FOR ALL VA-EMPLOYEES: Please note: “VA LMS” on your desktop. In order to access the training modules for “VHA Privacy, VA Cyber Security, and Information Security 201” please see instructions below.

In the “Search Catalog” box right hand corner, please type in “VA Privacy”, “VA Cyber Security”, or “Information Security 201” –

1. VA Privacy - please complete General Employee Privacy Awareness (“Go to Context”) this will take care of “VA Privacy.”
2. Return to main page type in “VA Cyber Security” in the “Search Catalog” box (click on “Go to Context”).
3. Return to main page type in “Information Security 201” click on “Information Security 201 Research and Development Personnel” (click on “Go to Context”).

INSTRUCTIONS FOR NON-VA EMPLOYEES and EMPLOYEES WHO ACCESS THE WEBSITE OFF-CAMPUS - IF THIS IS YOUR FIRST TIME IN LMS, YOU WILL NEED TO REGISTER BEFORE YOU COMPLETE THE TRAINING. THE WEBSITE ADDRESS FOR REGISTRATION IS:

Please type in to access website **www.lms.va.gov**

PLEASE REMEMBER YOUR PASSWORD and USERNAME

You may need to log-in using a new format for your User ID. All VA LMS UserIDs now follow the format **LASTNAME.FIRSTNAMEmmdd**.

LASTNAME: Enter your last name all in capital letters, followed by a period (.)
If your name contains a hyphen, do not include the hyphen.

FIRSTNAME: Enter your first name all in capital letters

mm: Enter the two number month of your birth month (Jan=01, Dec=12, etc.)

dd: Enter the two number day of your birth day (01, 15, 30, etc.)

PASSWORD: Password#1 (for everyone)

Get help and support Monday through Friday between 8:00a and 10:00p EST at 1.866.496.0463.

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TO PRINT CERTIFICATES:

Please go back to main menu: Click on Learning History. On the right hand side click on “print certificate”

Thanks

Carol Lane
Med Admin Spec
Jesse Brown VA Medical Center
(312) 569-7441 – Telephone
(312) 569-8114 – Fax