

Training Requirements for Conducting Human Subjects Research

Right to Know Basic Training- required for all faculty, students, staff and employees

- **Complete By-** Immediately upon employment
 - **Available-** At New Employee Orientation or Environmental Health & Safety web site
 - **Format-** Web-based program
 - **Length-** 15 minutes
 - **Frequency-** Once
 - **Contact-** Division of Environmental Health and Safety, 706.721.2663
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HIPAA Training- required for all faculty, students and employees

- **Complete By-** By assigned completion date
 - **Available-** Via email- One month after hire date for new hires.
 - **Format-** Web-based program- MC Strategies
 - **Length-** 1-1.5 hours
 - **Frequency-** Annually
 - **Contact-** Kim Templeton, Audit and Compliance, 706.721.2661
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Collaborative Training IRB Initiative (CITI) Training- human research protection training required for all research team members listed on Institutional Review Board (IRB) forms

- **Complete By-** Must be completed before working on any IRB approved study
 - **Available-** Upon employment
 - **Format-** Web-based program
 - **Length-** 4-6 hours
 - **Frequency-** Recertification required every three years
 - **Contact-** Kim Koss, Office of Human Research Protection, 706.721.1481
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Coordinator University- required for all new research coordinators (or research team members performing coordinator duties)

- **Complete By-** Within 6 months of employment
- **Available-** After completing CITI training
- **Format-** Classroom Lecture and Didactic training
- **Length-** 3 days (see OHRP website for more information)
- **Frequency-** Once
- **Contact-** Kim Koss, Office of Human Research Protection, 706.721.1481

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Research Team Member Orientation- recommended for new research team members

- **Available-** Upon employment
- **Format-** Informal introductions, discussions, and tour of research departments
- **Length-** 3 hours
- **Frequency-** Once
- **Contact-** Kim Koss, Office of Human Research Protection, 706.721.1481

Biological Safety:

Lab Safety Initial Training (offered together with Chemical Safety, see below)
Required for anyone working with hazardous chemicals and/or biological materials

- **Complete By-** Before working with biological agents and/or before IBC protocol submission or amendment
- **Available-** Offered monthly
- **Format-** Classroom lecture
- **Length-** 3 hours
- **Frequency-** Once
- **Contact-** Division of Environmental Health and Safety, 706.721.2663

Biological Safety Refresher Training- required for anyone working with hazardous chemicals and/or biological materials

- **Complete By-** Anniversary of the Lab Safety Initial Training (above)
- **Available-** By arrangement
- **Format-** Web-based program, Classroom Lecture (usually joint with other EH&S departments)
- **Length-** 1 hour
- **Frequency-** Annually
- **Contact-** Division of Environmental Health and Safety, 706.721.2663

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Biological Safety (cont.):

- Blood-Borne Pathogen Right to Know Training-** required for any personnel working with or may have contact with fresh human-derived samples
 - **Complete By-** Before working with biological agents and/or before IBC protocol submission or amendment
 - **Available-** Environmental Health and Safety website
 - **Format-** Web-based program
 - **Length-** 30 minutes
 - **Frequency-** Annually
 - **Contact-** Division of Environmental Health and Safety, 706.721.2663

- Saf-T-Pak-** required for anyone shipping dangerous or infectious goods (eg. clinical/diagnostic/biological samples, anything on dry ice)
 - **Complete By-** Before shipping dangerous or infectious goods
 - **Available-** Upon request
 - **Format-** Available on CD
 - **Length-** 6 hours
 - **Frequency-** Every 2 years
 - **Contact-** Division of Environmental Health and Safety, 706.721.2663

Chemical Safety:

- Lab Safety Initial Training (offered together with Biological Safety, see above)** required for anyone working with hazardous chemicals and/or biological materials
 - **Available-** Offered monthly
 - **Format-** Classroom lecture
 - **Length-** 3 hours
 - **Frequency-** Once
 - **Contact-** Division of Environmental Health and Safety, 706.721.2663

- Right to Know Chemical Specific Training-** required for chemical users
 - **Available-** Environmental Health and Safety website
 - **Format-** Web-based program
 - **Length-** 15 minutes
 - **Frequency-** Annually
 - **Contact-** Division of Environmental Health and Safety, 706.721.2663

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Chemical Safety (cont.):

- Right to Know Hazardous Waste Awareness-*** required for chemical users
 - ***Available-*** Environmental Health and Safety website
 - ***Format-*** Web-based program
 - ***Length-*** 15 minutes
 - ***Frequency-*** Annually
 - ***Contact-*** Division of Environmental Health and Safety, 706.721.2663

Radiation Safety:

- Radiation Safety Initial Training Course-*** required for anyone working with radioactive material
 - ***Available-*** Offered monthly
 - ***Format-*** Classroom lecture
 - ***Length-*** 6 hours
 - ***Frequency-*** Once
 - ***Contact-*** Division of Environmental Health and Safety, 706.721.2663

- Radiation Safety Refresher***
 - ***Available-*** Environmental Health and Safety website
 - ***Format-*** Web-based
 - ***Length-*** 30 minutes
 - ***Frequency-*** Annually
 - ***Contact-*** Division of Environmental Health and Safety, 706.721.2663