



CITI Research Ethics Training

Requirement for Conducting Research at Mount Carmel and Trinity Health

What is CITI?

CITI (Collaborative Institutional Training Initiative) is an online educational service offering many courses on human subjects research. Specific CITI courses are required by Mount Carmel and Trinity before investigators and research team members can conduct clinical research.

There are (4) required CITI training courses:

1. Human Subjects Research
2. Conflicts of Interest
3. Good Clinical Practice – Biomedical Research
4. Responsible Conduct of Research- take only Plagiarism and Research Misconduct (RCR-Basic)

Do I have to pay to take the CITI courses?

No, there is no cost to take the required courses at www.citiprogram.org.

There is an option to acquire CE or CME credits after passing the CITI courses. CITI charges for CE/CME credits and this expense would be your responsibility if you choose to do this. The CE/CME credits are not a requirement to complete CITI training or participate in clinical research at Mount Carmel Health System.

How Does It Work?

Courses are online. Each course consists of multiple modules. You can stop, save your work, and resume where you left off at any time. Each module has a quiz. You must have an overall score of $\geq 80\%$ to pass the course. You must pass the required courses in order to conduct clinical research at Mount Carmel Health System.

How Do I Access the Courses?

The table on the following page provides instructions for registering or logging into the CITI website to find the courses you need to take. The specific steps depend on whether you have taken CITI before and whether you are currently affiliated with Trinity - Mount Carmel Health System.

For more detail, please review the following guide: <https://support.citiprogram.org/s/article/updated-guide-to-getting-started>

How Can I Prove I Passed My Courses?

When you complete the course, save your completion certificate as a PDF file and email a copy to irb@mchs.com. You can return to the CITI website at any time to view and print/save the completion certificate.

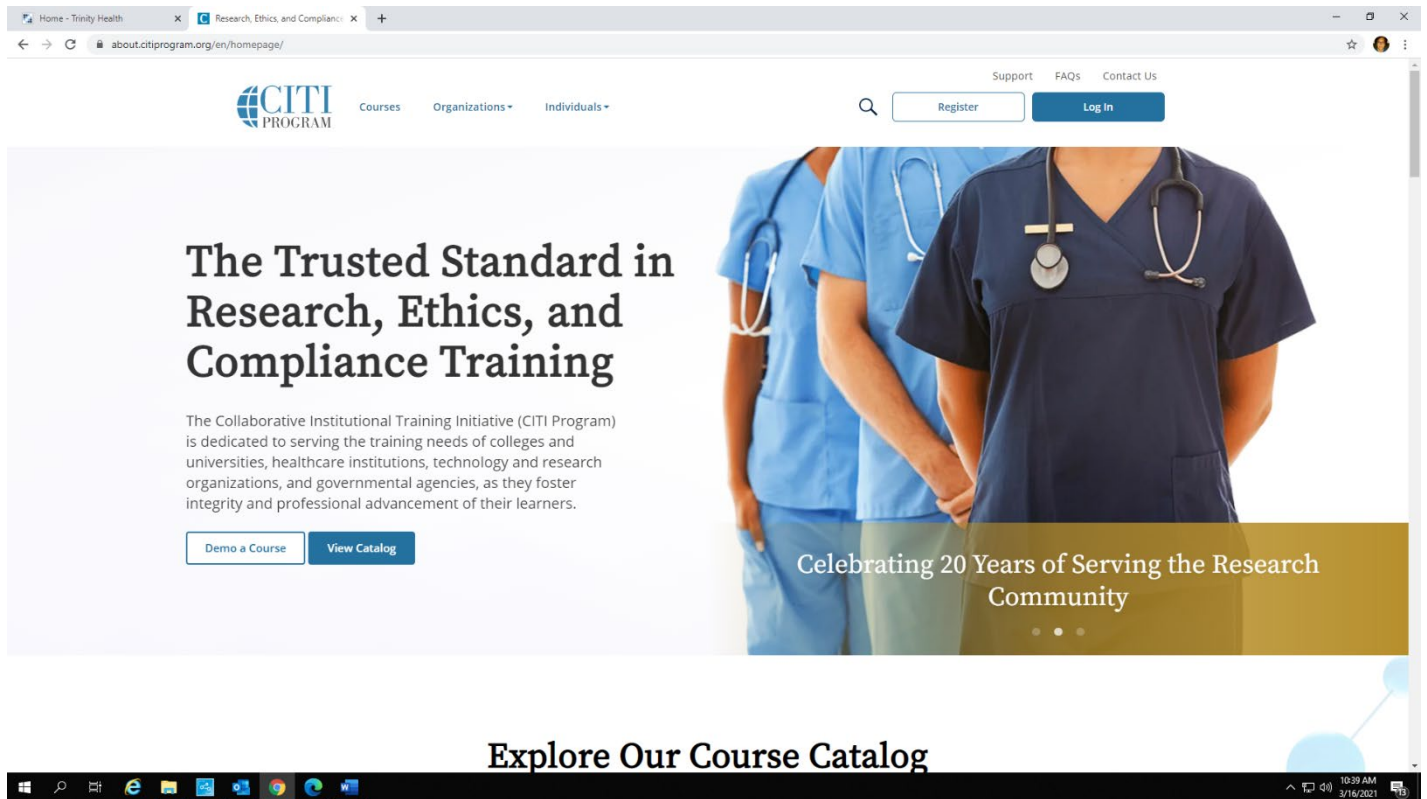
How Long Is My Completion Certificate Good For?

Good Clinical Practice is good for three years from the date of completion, all other modules are good for four years. If you have taken CITI training at another institution, you do not have to repeat the training at Mount Carmel until after your current certification expires.

Instructions for taking CITI courses according to your situation:

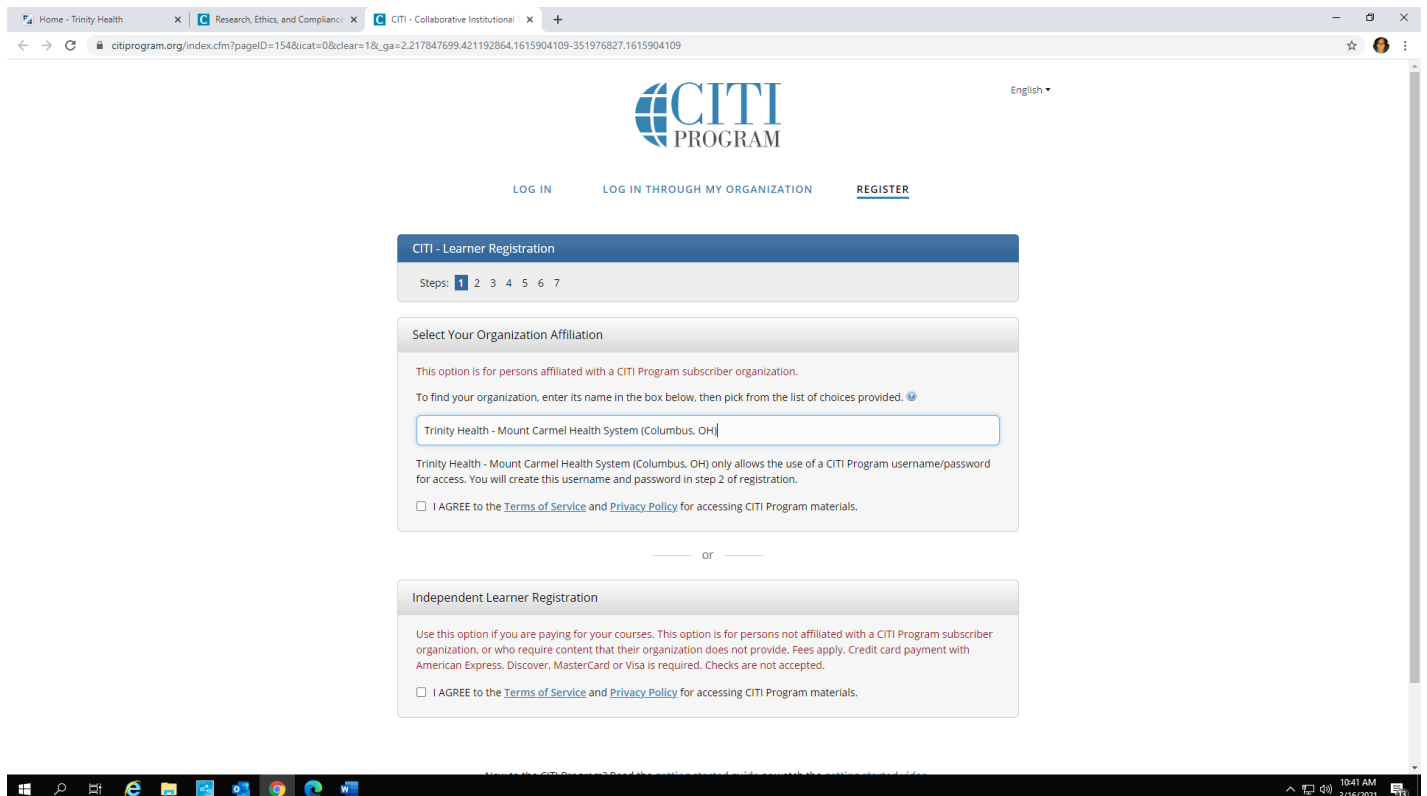
You have taken CITI before and are affiliated with MCHS	You have taken CITI before and are not affiliated with MCHS	You have never taken a CITI course
<p>Login to your CITI training account with your username and password here: www.citiprogram.org</p> <p>Logging in takes you to your welcome page. The institutions with which you are affiliated are shown.</p> <p>Click "View Courses" for MCHS to be taken to the menu of courses which are required for you.</p> <p>The courses you need to take are under the heading, "Courses Ready to Begin."</p>	<p>Login to your CITI training account with your username and password here: www.citiprogram.org</p> <p>Logging in takes you to your welcome page. The institutions with which you are affiliated are shown.</p> <p>Underneath this list is a button, "Add Affiliation." Clicking on this button takes you to a search box. Type "Trinity Health – Mount Carmel" and "Trinity Health – Mount Carmel Health System" will pop up as a choice.</p> <p>Once you affiliate with an institution, it will appear on your list of institutions on your welcome page.</p> <p>Click "View Courses" to be taken to the menu of courses which are required for you.</p> <p>The courses you need to take are under the heading, "Courses Ready to Begin."</p>	<p>You must first register to create an account. Go to www.citiprogram.org. Click on the "Register" button on the upper right.</p> <p>When registering, you must affiliate with an institution. In the search box, type "Trinity Health – Mount Carmel" and "Trinity Health – Mount Carmel Health System" will pop up as a choice.</p> <p>You will be taken through a series of screens where you will need to provide information.</p> <p>If it asks for your role, choose "biomedical researcher" or similar title.</p> <p>If it asks what courses you want to take, choose only <i>Human Subjects Research, Conflicts of Interest, Responsible Conduct of Research, and Good Clinical Practices.</i></p> <p>Once you affiliate with an institution, it will appear on your list of institutions on your welcome page. (The welcome page is the first page you see after you log in.)</p> <p>Click "View Courses" next to "Trinity Health – Mount Carmel Health System" to be taken to the menu of courses which are required for you.</p> <p>The courses you need to take are under the heading, "Courses Ready to Begin."</p>

Current CITI Home Page:



The screenshot shows the CITI Program homepage. At the top, there is a navigation bar with the CITI PROGRAM logo, links for Courses, Organizations, and Individuals, a search bar, and buttons for Register and Log In. The main content area features a large banner with the text "The Trusted Standard in Research, Ethics, and Compliance Training" and a description of the program. Below the banner are buttons for "Demo a Course" and "View Catalog". A yellow banner at the bottom of the main content area reads "Celebrating 20 Years of Serving the Research Community". The footer contains the text "Explore Our Course Catalog".

When registering for a new account, check the box to agree to the terms:



The screenshot shows the CITI Program registration page. The page is titled "CITI - Learner Registration" and has a progress bar with steps 1 through 7. The first step is "Select Your Organization Affiliation". Below this, there is a text input field with the value "Trinity Health - Mount Carmel Health System (Columbus, OH)". Below the input field, there is a checkbox labeled "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials." The page also includes a "REGISTER" button and a "LOG IN" button.

Questions? E-mail Kristy Winegardner at kwinegardner@mchs.com

Current CITI users will see their institutions listed on their welcome page:

The screenshot shows a web browser window with the URL citiprogram.org/members/index.cfm?pageID=50. The page is titled "Institutional Courses" and contains the following text: "Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#)."

Below the text, there are three rows of institutional affiliations, each with a "View Courses" button:

- Ohio State University
- OhioHealth
- Trinity Health - Mount Carmel Health System (Columbus, OH)

At the bottom of this section, there are two buttons: "Add Affiliation" and "Remove Affiliation".

The next section is titled "Independent Learner" and contains the text: "Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner." Below this text is a button labeled "Register as an Independent Learner".

Once you click on "View Courses," the courses you need to take will appear under "Courses Ready to Begin":

The screenshot shows a web browser window with the URL citiprogram.org/members/index.cfm?pageID=50&showInstitution=3437#view. The page is titled "Trinity Health - Mount Carmel Health System (Columbus, OH)".

Under the heading "Active Courses", there is a link for "Learner Tools" and the text: "You have no active courses for this Institution."

Under the heading "Courses Ready to Begin", there is a link for "Learner Tools" and two course cards:

- Conflicts of Interest (G1A)**
Stage 1 - Basic
0 / 2 modules completed
[Start Now](#)
- Human Subjects Research (G1A)**
Stage 1 - Basic
0 / 10 modules completed
[Start Now](#)

Under the heading "Completed Courses", there is a link for "Learner Tools" and one course card:

- Good Clinical Practice - Biomedical Research (G1A)**
Stage 1 - Basic
[Post-Course Survey](#)

Questions? E-mail Kristy Winegardner at kwinegardner@mchs.com