

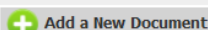
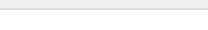


Looking Up User Training Information in INSPIR








Every day, the INSPIR system downloads BUMC training information from the Collaborative Institutional Training Initiative Program (CITI Program) four times per day (every six hours) to keep INSPIR up-to-date with users' training information. There are three ways for checking training information in INSPIR:

- 1- If you are checking your own training information, you can find it in INSPIR under the "My Assistant" tab, by clicking on "My Account Information" and then on "Training History" (shown in the screen shot below).

Profile					
Biosketch, CV, Pubs					
Training History	Training Group - Course	Course Date	Course Expiration	Score	
Medical Licenses	BUMC HIPAA Module - Basic Course	12/13/2016			
Signature	CITI Good Clinical Practice Course - GCP	01/11/2017	01/11/2020		
Disclosures	Medical Campus Biomedical Researchers - Basic Course	12/13/2016	12/13/2019		
Signoff Availability					
Notes					

The system also gives you the option to upload the certificate for the corresponding training course for your records by clicking "Add a New Document" and uploading it. The IRB does not need to review such certificates, so this is optional.

- 2- If you are checking training for study personnel of an already submitted or approved study, you can find this info in the "Study Profile" page. To get there, click on "My Studies" icon on your Home page, then locate the study and click on the "Open" icon. This will open the study's "Submissions" tab. Click on the "Study Management" tab (the only other tab), then click on "Study Summary/Profile". This will open the "Study Summary" page where there is a section called "Study Personnel" with little head icons (as shown in the screen shot below).

Study Personnel	
Principal Investigator:	 Administrator
Study Contact:	 Administrator
Co-Investigator:	 Fanny Knox Ennever, Ph.D.  Matthew Ogrodnik, IRB Administrator
Study Author:	 Administrator
Department Administrator:	 Administrator
Research Assistant:	 Rosana B Schomer, IRB Coordinator

Click on the head icon next to the person whom you want to check his/her training. This will display that person's profile along with his/her training info (as shown in the screen shot below).

Training History

Training Group	Course	Course Date	Course Expiration	Score
	BUMC HIPAA Module - Basic Course	12/13/2016		
	CITI Good Clinical Practice Course - GCP	01/11/2017	01/11/2020	
	Medical Campus Biomedical Researchers - Basic Course	12/13/2016	12/13/2019	

- 3- When you are adding study personnel to your study, it is important that you check their training information to see if they are up-to-date with their human subjects training. This is done while you are still in the “Search User Directory” page which opens after clicking on the “Add User” button in the Study Application (Section 3) or the Internal Study Personnel Changes form (Section 1.6). After typing the last name of the person you’re adding and clicking on the “Find” button, the system will display the list of users with that last name. And next to the user’s name, you will see an icon in the “Training” column (as shown in the screen shot below).

Study Nickname: 28000
PI: Administrator

Search User Directory

Back

Save Selected User(s)

Directory Browse/Find:



Last Name: (You may enter a partial name to search)

First Name:














by Department:

Search INSPIR II Database
From: LDAP Directory

Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		 Khattar, Khaled, BA	Institutional Review Board (primary)	kkhattar@bu.edu

If you click on the “Training” icon, the system will display the corresponding user’s training information as shown in the next screen shot.

Training Group	Courses (Course Date - Expiration) All Courses must be green within one rule for the group to be valid	Status
Medical Campus Biomedical Researchers	<p>Rule 1</p> <p> Medical Campus Biomedical Researchers - Basic Course (12/13/2016 - 12/13/2019)</p> <p>Rule 2</p> <p> Medical Campus Biomedical Researchers - Refresher Stage</p>	Active
CITI Good Clinical Practice Course	<p>Rule 1</p> <p> CITI Good Clinical Practice Course - GCP (01/11/2017 - 01/11/2020)</p> <p>Rule 2</p> <p> GCP - In Person Course</p> <p>Rule 3</p> <p> CITI Good Clinical Practice Course - GCP Refresher</p> <p>Rule 4</p> <p> GCP - Blackboard Social-behavioral Course</p> <p>Rule 5</p> <p> GCP - Accepted External Course</p>	Active
BUMC HIPAA Module	<p>Rule 1</p> <p> BUMC HIPAA Module - Basic Course (12/13/2016 -)</p>	Active
IRB	<p>Rule 1</p> <p> BUMC Certification in Human Subject Protection</p> <p>Rule 2</p> <p> Medical Campus Biomedical Researchers - Basic Course (12/13/2016 - 12/13/2019)</p> <p>Rule 3</p> <p> Medical Campus Sociobehavioral Researchers - Basic Course</p> <p>Rule 4</p> <p> Medical Campus Biomedical Researchers - Refresher Stage</p> <p>Rule 5</p> <p> Medical Campus Sociobehavioral Researchers - Refresher Course</p>	Active

Look for the “IRB” row under the “Training Group”, if the corresponding “Status” on the far right says “Active”, that means that the user’s training is up-to-date. If it says “Expired”, “Never Active”, or there is no “IRB” row, then the user is not up to date with training. The user needs to complete the CITI training as explained on the OHRA website at:

<http://www.bumc.bu.edu/ohra/required-training/>.

Note: If your study requires Good Clinical Practice training for your study staff, then also look for the “CITI Good Clinical Practice Course” row and make sure that the row exists and that the corresponding “Status” on the far right says “Active”.

As part of the certification provided by the Principal Investigator, she/he certifies that all of the individuals listed on the INSPIR application are up to date on the required training. Therefore, it is important to get into the habit of using this new feature in INSPIR to look up users’ training information. The [Investigators List](#), which has been used until now for this purpose, will no longer be updated with

training information from the CITI Program. Only external investigators' training information from other institutions will be entered to this list.