

IRB MEMBER TRAINING

Franklin University provides a comprehensive, mandatory education program for all applicable personnel, including IRB members and research support staff in the IRB Office. Franklin University's human subjects protection education program is designed to provide essential training on ethics and regulations of research and local IRB policies/procedures as explained below.

PROCEDURES

Initial Education for IRB Members

Following appointment to membership on the IRB and prior to serving as reviewers, IRB members and alternate members receive the following training:

1. The IRB Manager meets with each new IRB member to provide an orientation session.
2. As needed, IRB staff assign new IRB members a mentor who is an experienced IRB member who guides the new member in his/her reviews of protocols, IRB policies and procedures, and federal, state, and University regulations.
3. The IRB Manager will be available for a one-on-one orientation to educate IRB members on any topics related to procedures or their responsibilities on the IRB.
4. The University requires all IRB members to be trained in the protection of human subjects. Members may meet this requirement by completing the following courses on the Collaborative Institutional Training Initiative (CITI) website:
 - The IRB Chair must complete and pass the IRB Members and IRB Chair courses and ensure his or her training is current.
 - IRB members and alternates must complete and pass the IRB Members course and ensure their training is current.

To complete the CITI training, learners should log on to the CITI homepage, www.citiprogram.org, and click on the Register link. Learners should affiliate with Franklin University and register using a Franklin University email address as their primary email. Learners who do not have a Franklin University email address should use the email address provided to the IRB Office for correspondence.

The IRB Chair, IRB members, and alternates are responsible for completing the CITI training upon appointment to the IRB. Thereafter, a refresher course must be completed every three (3) years. IRB members who have not completed their training or have allowed their training to lapse will be given a reasonable amount of time to comply with the human subjects training policy. During this time, a member will be unable to review and vote on protocols. If, after a reasonable amount of time has passed, a member still has not completed the CITI training, he or she will be removed from service on Franklin University's IRB.

5. In addition to the above training, members receive the following educational materials per website links:

- Franklin University SOPs

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Last Reviewed and Modified: 11/20/2024

- Institutional Review Board Member Handbook

Continuing Education of IRB Members

IRB staff offer the following continuing education opportunities to current members of the IRB:

1. IRB Members E-mail Lists: The IRB Office maintains e-mail distribution lists which are used on an ongoing basis to send IRB members a variety of materials such as institutional policy and other regulatory updates, copies of pertinent articles, web references to resource materials or government reports, or communication about a specific protocol review.
2. Presentations: Upon request or as appropriate, the IRB Office presents training on selected topics at IRB meetings.
3. Every three (3) years, IRB members must become re-certified in human subjects protection training. The CITI training offers a refresher course to satisfy this requirement.