

Description: This job aid describes the UHG Office of Human Research Affairs (OHRA) training requirements for investigators engaged in Human Research with guidance for completing the required courses through the CITI program online.

POLICY

All personnel conducting human research that will be reviewed by the UHG OHRA are required to complete training specific to human subjects research and conflicts of interest. These courses should be completed through the CITI Program online <https://www.citiprogram.org>.

As the OHRA oversees research being conducted by investigators affiliated with various UnitedHealth Group entities (UHG R&D, Optum, Reliant, Etc....) this policy and guidance is limited to explaining baseline requirements that are common to all departments for which OHRA requests documentation. Depending on your specific affiliation, additional training or periodic renewal of training may be required and should be completed according to your department policy.

The OHRA will request documentation of your completed baseline training for your OnRAMP profile. If your role as research staff does not require creation of an OnRAMP profile, documentation of training should be kept in the research files / regulatory binder / study portfolio or equivalent file per department standards. For especially complex, high risk or high-profile research, OHRA may require additional training prior to approval to begin the research. This will be assessed on a study by study basis.

UnitedHealth Group R&D has created a standing affiliation within the CITI program which anyone can choose in order to take the required baseline courses at no personal cost. This invitation for training extends to those affiliated with any UnitedHealth Group entity as well as external research partners as necessary if their institution does not offer a CITI affiliation. Instructions for using the R&D affiliation are included below with screenshots.

REQUIRED TRAINING

1. Human Subjects Research

- a. To satisfy this requirement the following CITI courses will be accepted:
 - i. Biomedical Research Basic or Refresher
 - ii. Social & Behavioral Research Basic or Refresher
 - iii. Research with data or laboratory specimens only
 - iv. Other equivalent CITI courses covering similar module content
- b. The completed training must align appropriately with the types of studies being conducted.
- c. OHRA only requires completion of this training once. Training does not expire.
- d. You may contact the OHRA directly via email to request review of similar training completed at other academic or industry institutions to avoid re-taking a course. A completion report will be required for this assessment in order to compare modules.

2. Conflicts of Interest (ID 177781)

- a. The Conflicts of interest module(s) completed within the Biomedical Research course do not satisfy this requirement. You will need to complete the CITI Conflicts of Interest Course. This course contains two modules:
 - i. (1) Financial Conflicts of Interest (ID 15070)
 - ii. (2) Institutional Responsibilities as They Affect Investigators (ID 15072)
- b. OHRA requires completion of this training once by all researchers. For any researchers who have conflicts of interest, the training must be refreshed annually for the duration of any protocol for which a conflict exists.
- c. OHRA is not accepting substitutions for this course.

INSTRUCTIONS TO REGISTER AND LOG IN

Go to: <https://www.citiprogram.org>

If you already have a CITI Profile:

- Click log in to use your existing username and password
- Then click Add Affiliation on the main page and type UnitedHealth Group into the search
- Update your profile questions as needed to demonstrate your affiliation
- Then follow the instructions in the Select Curriculum steps below

Institutional Courses

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](#).

UnitedHealth Group R&D View Courses

University of Pennsylvania View Courses

Would you like to affiliate with another institution? Add Affiliation

Would you like to remove an existing affiliation? Remove Affiliation

Independent Learner

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.

Register as an Independent Learner

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. i

UnitedHealth G

UnitedHealth Group R&D

If you are registering for the first time:

- Click Register then follow the registration steps below and continue to the Select Curriculum step

The screenshot shows the top navigation bar of the CITI PROGRAM website. The 'Register' button is circled in red. Other elements include the logo, navigation links for Subscriptions, Courses, CE/CMEs, Tools, and Support, a search icon, a phone number (+1 888.529.5929), and a language selector (English). Below the navigation bar is the main heading 'Research Ethics and Compliance Training' and a row of featured course cards with 'NEW' badges.

Registration STEP 1:

Do not choose Independent Learner. Type in "UnitedHealth Group R&D" under "Select your Organization Affiliation" and select UnitedHealth Group R&D as soon as the organization appears (costs for this training will be covered).

Click both "I AGREE" and "I affirm" statements.

Click the blue button to continue.

Registration STEP 2:

Complete your personal information.

It is not required to provide a secondary email address.

Registration STEP 3:

Create a username, password and create security questions. Be sure to choose a username and password you will remember. If you forget either your username or password, you will need to get help from the CITI program website. OHRA cannot assist you with recovering your account.

CITI - Learner Registration - UnitedHealth Group R&D

Steps: 1 2 3 4 5 6 7

Create your Username and Password

* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

Continue To Step 4

Registration STEP 4:

Enter in your country of residence. Select if you would like CITI to provide information about other courses.

CITI - Learner Registration - UnitedHealth Group R&D

Steps: 1 2 3 4 5 6 7

* Indicates a required field.

* Country of Residence

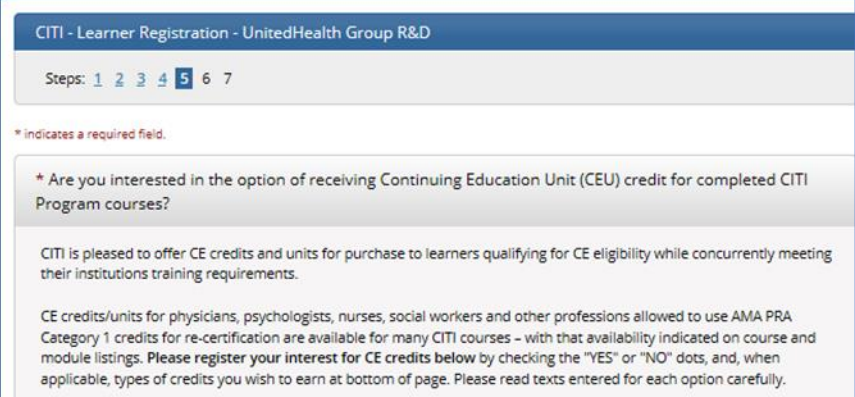
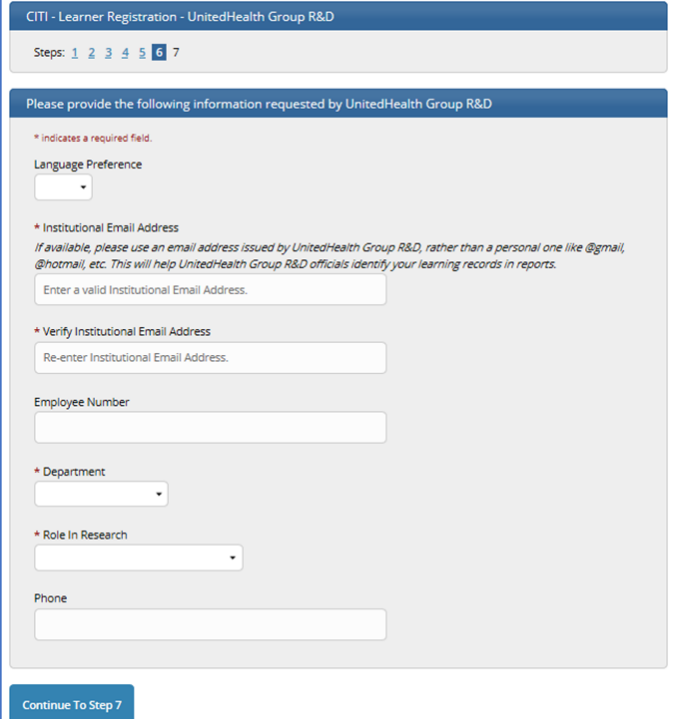
Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? 🗨️

Yes

No

Continue To Step 5

<p>Registration STEP 5: Answer the following questions regarding receiving Continuing Education Credit for the completed courses. This is a personal/professional choice. The responses here will not impact your ability to complete required courses discussed in this job aid.</p>	
<p>Registration STEP 6: Answer the following questions requested by UnitedHealth Group R&D. Make sure to select the appropriate Department from the drop-down list:</p> <ul style="list-style-type: none"> - Operations - Other (non R&D) - Research - Science - Venture <p>Please note that a UHG institutional email address is not required if you do not have one. External research partners may use the R&D affiliation to complete training without obtaining a UHG email.</p>	

INSTRUCTIONS TO SELECT CURRICULUM

As noted above, OHRA only requires completion of 2 courses. After registration or signing into your existing account you will need to Add Courses. You will be brought to a screen to select curriculum. To choose courses you must answer questions. The table below shows the questions that must be answered to meet the requirements for OHRA approval.

All other courses are optional as they pertain to the OHRA policy. If your department or division requires any of these other courses, you are free to take them. You can also take additional available courses that you are interested in learning more about at your convenience. You can return to select more courses under the R&D affiliation at any time. You do not need to complete all courses at one time.

If you return at a later time to add more courses, you will have to answer the questions again in the select curriculum menu in order to access the desired courses.

<p>You must answer Question 1 to take the required Human Subjects Research course.</p> <p>You should select the specific course that matches the type of research you are involved in most often. The Biomedical version is the most comprehensive.</p> <p>If you take the social & behavioral course or the data or lab specimens only courses you may be asked to take the biomedical course in the future if you join a study team supporting a biomedical research project.</p>	<p style="text-align: center;">————— Question 1 —————</p> <p>Human Subjects Research</p> <p>Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group. <i>Required Course for UHG OHRA Approval</i></p> <ul style="list-style-type: none"> <input type="radio"/> Biomedical Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects. <input type="radio"/> Social & Behavioral Research Investigators: Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects. <input type="radio"/> Research with data or laboratory specimens- ONLY: No direct contact with human subjects. <input type="radio"/> IRB Members: This Basic Course is appropriate for IRB or Ethics Committee members. <input type="radio"/> Not at this time.
<p>You must also answer yes to Question 2 to take the required Conflicts of Interest course</p>	<p style="text-align: center;">————— Question 2 —————</p> <p>Conflicts of Interest (COI)</p> <p>Would you like to take the Conflicts of Interest course? <i>Required Course for UHG OHRA Approval</i></p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No

When you complete each course, your CITI account will be updated to provide you with a certificate of completion and a completion report in the Records section.

OHRA will request to see a copy of these course completion reports to support the creation or update of your OnRAMP profile for this purpose.

The OHRA staff will update your profile in OnRAMP to reflect the dates of completion of your courses so that when you are added as personnel to a project, it will be clear that your training is complete.