ORD Field Conference Call
Monday, March 19, 2007

VA Research Data Security & Privacy Course

- **Announcement**
  We sent an email announcement to the field on March 15, 2007 that the "VA Research Data Security & Privacy" course is now available as a click-through online course.

  We sent the message to all relevant listserves we could access. We have heard from several research compliance officers who did not receive this message. We remind you that ORD does not have access to the RCO listserve so we could not copy you on this announcement. ORO will see that it is distributed to the RCO listserve.

- **Access & Certificates**
  The course is available on the Intranet <u>and</u> the Internet.

  You can print a certificate of completion whether you access the course from the Intranet or the Internet.

- **Group Training Sessions**
  If the facility deems it appropriate to hold group training sessions (e.g., for the IRB or R&D Committee members), the slides can be downloaded off of the ORD web site. Marisue Cody will handle requests to provide individual certificates for those who completed the course. These requests must be submitted by the ACOS/R&D or Research Coordinator at the facility. Please contact Marisue Cody at <u>Marisue.Cody@va.gov</u> for details.

- **Deadline**
  The deadline for completing the course is **Tuesday, June 12, 2007** (90 days after it was posted).

- **Who needs to take the course?**
  All staff involved in VA research including (but not limited to) all VA Research Office personnel, investigators, study coordinators, research assistants, trainees such as house officers and students, administrative support staff (including secretaries and clerks), and members of the IRB and Research & Development Committee. "Staff" includes compensated and without compensation (WOC) employees, and IPAs.

- **If someone took the "VA Research Data Security & Privacy" course in the Webinar format or at the HSR&D meeting, does he have to take it again?**

No. The content of this course is identical to that of the course HSR&D REAP personnel had to complete by March 8, 2007. The only difference is that it was in the Webinar format or a live slide presentation, whereas this is a click-through online version of the very same content. The reason for the change is that we needed to get the HSR&D REAP personnel trained quickly and Webinar or live slide presentation was the fastest way to make the course available to them. However, the Webinar version could not support the volume of users we anticipate when everyone involved in research takes the course.

- **Other mandated courses**
  The "VA Research Data Security & Privacy" course does **not** replace the need for annual training in:

  - **Cyber Security Awareness**

  - **Privacy**

  - **Good Clinical Practices & the ethical principles of human research protection**

- **Documentation**
  Local facilities must maintain documentation that training requirements have been met. It is up to the local facility to determine which local office is responsible for maintaining this documentation.

- **Technical Difficulties**
  If you have technical difficulties (e.g., accessing the course, remembering your password, printing your certificate), please contact EES. ORD does not have control over these technical issues and cannot help you.

  You can reach EES support at:
  eeswbthelp@va.gov or 1-866-496-0463

  We have been told the average turn around time for a response is 24-48 hours, so warn everyone not to wait till the last minute to take the course.

  Calling more than once will clog the system, so just leave one message.