# National Healthcare <br> Group 

Adding years of healthy life

## National Healthcare Group - Singapore CITI

The Collaborative Institutional Training Initiative

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## For New Users

1. Go to https://www.citiprogram.org/ and create an account.

2. Select National Healthcare Group - Singapore as your organization affiliation.
CITI - Learner Registration

Steps: | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |

You must make a selection below.

Select Your Organization Affiliation
Search for organization: Enter full or partial name (6)
National Healthcare Group - Singapore Can't find your institution? It may use Single Sign On. Check here.

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

```
Continue to Step 2 Search Again
```

3. Complete the required information as requested and continue all the way till step 7.

CITI - Learner Registration - National Healthcare Group - Singapore

```
Steps:1 1 2 
```


## 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

4. There will be four questions displayed at step 7.

## For Question 1, please select your institution or study site.

## * Question 1

Select the group appropriate to your research activities.
Choose one answer
O NHG Head Quarters Investigators: Biomedical Research Investigators and Key Personnel at The NHG Head Quarters. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.

O Khoo Teck Puat Hospital Investigators: This group is for Biomedical Research Investigators and Key Personnel at Khoo Teck Puat Hospital. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.

O Tan Tock Seng Hospital Investigators: Biomedical Research Investigators and Key Personnel at Tan Tock Seng Hospital. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in singapore and any 5 optional modules of interest.

O National University Hospital Investigators: Biomedical Research Investigators and Key Personnel at National University Hospital. Complete all required CITI modules. 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.

O National Skin Centre Investigators.: Biomedical Research Investigators and Key Personnel at The National Skin Centre. Complete all required CITI modules, 2 modules specifically designed for investigators conducting human subjects research in Singapore and any 5 optional modules of interest.

## For Question 2, please select ' No '.

## * Question 2

Financial Conflicts of Interest (Additional Training for Investigators and Study Team Members)
Please select this course if you are only required to complete the additional training modules.
Choose one answer
$O$ Yes.
© No.

Question 3 and 4 are additional training materials and they are not required by DSRB. You may select 'Not at this time' or 'No' if you do not wish to complete it. Click on 'Submit' at the bottom of the page.

## Question 3

Responsible Conduct of Research
Please make your selection below to enroll in the course in Responsible Conduct of Research.

```
Choose one answer
```

O Biomedical Responsible Conduct of Research Course
O Social and Behavioral Responsible Conduct of Research Course
O Physical Science Responsible Conduct of Research Course
O Humanities Responsible Conduct of Research Course
O Responsible Conduct of Research for Engineers
O Responsible Conduct of Research for Administrators
© Not at this time.

## * Question 4

Would you like to take the Responsible Conduct of Research Conflicts of Interest course?
Choose one answer

O Yes
(○) No

## Submit

5. Click on the course link to proceed.

| - National Healthcare Group - Singapore Courses |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
|  | (8) Course | (8) Status | (8) Completion Report | (8) Survey |
| NHG Head Quarters Investigators |  | Not Started | Not Earned |  |
| - My Learner Tools for National Healthcare Group - SingaAdd a Course or Update Learner GroupsView Previously Completed CourseworkUpdate Institution ProfileView Instructions pageRemove Affiliation |  |  |  |  |

6. Before you start, click on 'Complete The Integrity Assurance Statement before beginning the course'.

## NHG Head Quarters Investigators - Basic Course

To pass this course you must:
Your Current Score

- Complete all 10 required modules
- Complete 5 of 20 elective modules

0\%

- Achieve an average score of at least $90 \%$ on all quizzes associated with this course's module requirements

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course
7. After reading the terms of service, click on 'I Agree’ and click ‘Submit’ to proceed.

```
Assurance Statement
huda rahmat:
CITI Program Terms of Service include the following provisions. Please read them carefully.
        Only One Account: I will maintain only one active CITI Program account, unless granted permission for multiple accounts by
        my institution or by CITI Program.
    No Account Sharing: | will not share my username and password with anyone. I will contact the CITI Program Help Desk if |
        believe my account has been compromised.
        Do My Own Work: I will complete all required quizzes and any other assessments by myself, using only my own work.
        No Quiz Sharing: I will not share CIT। Program quiz questions or answers on any website, via email, photocopying, or any
        other means.
            No Cheating: I will not engage in any activities that would dishonestly improve my results, or improve or hurt the
        results of other learners.
My Actions Are Logged: I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in
        each content area, number of quiz attempts and scores. Allegations of inappropriate use will be
        investigated, and the results reported to my institution.
Select the appropriate statement then click the Submit button:
    O IAGREE to the above and the other Terms of Service for accessing CITI Program materials.
    O I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.
    Submit
```

8. You can now start on the course by clicking on the first module.

| Required Modules |  |  |
| :--- | :--- | :--- |
|  | Date Completed | Score |
| Belmont Report and CITI Course Introduction (ID: 1127) | Incomplete | $0 / 0(0 \%)$ |
| History and Ethics of Human Subjects Research (ID: 498) | Incomplete | $0 / 0(0 \%)$ |
| Informed Consent (ID: 3) | Incomplete | $0 / 0(0 \%)$ |
| Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4) | Incomplete | $0 / 0(0 \%)$ |
| Records-Based Research (ID: 5) | Incomplete | $0 / 0(0 \%)$ |
| Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680) | Incomplete | $0 / 0(0 \%)$ |
| Conflicts of Interest in Research Involving Human Subjects (ID: 488) | Incomplete | $0 / 0(0 \%)$ |
| NHG - Singapore. Overview of Domain Specific Review Board (DSRB) Review Process (ID: 810) | Incomplete | $0 / 0(0 \%)$ |
| NHG-Singapore. Overview of the Regulatory Framework and Guidelines in Singapore (ID: 809) | Incomplete | $0 / 0(0 \%)$ |
| National Healthcare Group - Singapore (ID: 808) | Incomplete | $0 / 0(0 \%)$ |
|  |  |  |

9. After completing the 10 required modules and 5 elective modules, you may generate the certificate by clicking on 'Print Report' at the main menu.

