

# Navigating Ethics & Compliance Online System (ECOS) User Guide

## Minimum Training Certificates Module

*(ECOS User Guide – Minimum Training Certificate Module , Ver 1, 7 May 24)*



# Minimum Training Certificates – User Guide Contents

1. Submit Minimum Training Certificates under User Profile
2. Check Document Review Status of Training Certificate
3. Edit and Re-submit Training Certificate
4. “Labels” given by Cluster’s/Institution’s Minimum Training Secretariat

# 1. Submit Minimum Training Certificate

The screenshot displays the ECOS Study List interface. The top navigation bar includes the ECOS logo, the title 'Study List', and icons for download, notification, and a white circle. A dropdown menu is open from the white circle, showing options: 'TTSH\_Use...', 'User Profile', 'Reset Password', 'Workbench', and 'LogOut'. The 'User Profile' option is highlighted with a red box. The main content area shows a table with columns: 'ECOS Ref', 'IRB', 'PI/Site-PI', 'Department', and 'Number of Sites'. The table is currently empty. A 'Download List' button is visible at the bottom right. The footer shows 'Rows per page: 100' and '1-1 of 1'.

1. Click on **white circle** in the top right corner

2. Click on **User Profile**

# 1. Submit Minimum Training Certificate

TTSH\_User\_GM01  
Salutation: Dr [↗](#)

[Profile and Minimum Training Information](#) Study Information

Current Appointment Details [+ Add](#)

Primary/Secondary Appointment	Cluster	Institution/Organisation	Department	Designation	Action
Primary	NHG				<a href="#">↗</a> <a href="#">🗑</a>
Secondary	Non-PHI				<a href="#">↗</a> <a href="#">🗑</a>

[Download List](#)

**Minimum Training Certificates** ⓘ

Note: Meet the minimum training requirement to conduct: NIL

[+ Add](#)

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Action	<a href="#">Download List</a>
No Record							

3. Scroll to bottom, to Minimum Training Certificates

4. Click on Add

# 1. Submit Minimum Training Certificate

## Minimum Training Certificates ?

Note: Meet the minimum training requirement to conduct:NIL

+ Add

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Action
---------	--------------------------------	-----------	--------------------------	-------------	---------------	--------

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date
---------	--------------------------------	-----------	--------------------------	-------------

Download List

https://his.mobilemd.cn/site-pro/micro-app/user-profile?from=redirect

NTFGH\_User\_DT04

Salutation: A/Prof

No Record

## Minimum Training Certificates ?

Note: Meet the minimum training requirement to conduct:NIL

Cluster	Name of Training Certification	File Name	Training Completion Date
---------	--------------------------------	-----------	--------------------------

No Record

Certificate Detail Close Save Submit

Name of Training Certification

File Name

Upload

Training Completion Date

Select date

Expiry Date

Select date

5. Menu to key in the Training Certificate details will pop up

# 1. Submit Minimum Training Certificate

NTFGH\_User\_DT04  
Salutation: A/Prof

Certificate Detail Close Save Submit

\* Name of Training Certification

Local GCP  
GCP  
CITI Biomed  
CITI SBE  
HBRA Essentials

Expiry Date  
Select date

Minimum Training Certificates ⓘ  
Note: Meet the minimum training requirement to conduct: NIL

Cluster	Name of Training Certification	File Name	Training Completion Date
No Record			

6. Click on the arrow or rectangle box under 'Name of Training Certification'

7. Select the Training Certificate that you want to upload

# 1. Submit Minimum Training Certificate

Certificate Detail Close Save Submit

\* Name of Training Certification  
CITI Biomed

\* File Name  
Upload

8. Click on **Upload** to browse and upload the file

\* Training Completion Date  
Select date

Expiry Date  
Select date

\* Training Completion Date  
Select date

<< < Sep 2023 > >>

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today

9. Click on the **Calendar icon** for the dropdown

## Note:

You can only upload 1 file for each Training Certificate

## Reminder:

Select the date that matches the Completion Date from the Training Certificate being uploaded

• Record ID: 58018505  
• **Completion Date:** 01-Sep-2023  
• Expiration Date: 01-Sep-2026  
• Minimum Passing: 80  
• Reported Score\*: 96

REQUIRED AND ELECTIVE MODULES ONLY

DATE COMPLETED SCORE

# 1. Submit Minimum Training Certificate

10. Expiry Date is an optional field. You can leave the expiry date blank if there is none.

Certificate Detail Close Save Submit

\* Name of Training Certification  
CITI Biomed

\* File Name  
citiCompletionReport\_12892325\_60173418.pdf 

Upload

\* Training Completion Date  
01-09-2023 

Expiry Date  
Select date 

11. Click on **Save** to save the Training Certificate and details

12. Click on **Submit** to send to your cluster's/institution's designated Minimum Training Secretariat for review

## 2. Check Document Review Status of Training Certificate

13. You can see the details of the submitted Training Certificate

Minimum Training Certificates 

Note: Meet the minimum training requirement to conduct: NIL

[+ Add](#)

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Action	 Download List
NUHS	CITI Biomed	<a href="#">citiCompletionReport_12892325_601...</a>	01-Sep-2023	-	31-Aug-2024		

14. Scroll to the right to check the Document Review Status for the Training Certificate

File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Reje	Action	 Download List
<a href="#">citiCompletionReport_12892325_601...</a>	01-Sep-2023	-	31-Aug-2024	<span style="border: 1px solid red; padding: 2px;">● Pending Verification</span>			

### Status:

**Pending Verification** – Training Certificate is pending verification by your cluster’s/institution’s Minimum Training Secretariat

**Completed** – Training Certificate has been verified and accepted by your cluster’s/institution’s Minimum Training Secretariat

**Rejected** – Training Certificate is rejected by your cluster’s/institution’s Minimum Training Secretariat

**Expired** – Validity Date of Training Certificate has passed. Please complete the Refresher course and upload the new Training Certificate

**Note:** You will receive an email notification when there is a review outcome from the Minimum Training Secretariat

# 3. Edit and Re-submit Training Certificate

15. If the Training Certificate is **Rejected**, you can see the Rejection Reason and re-upload the correct Training Certificate for re-verification

## Minimum Training Certificates ⓘ

Note: Meet the minimum training requirement to conduct: ✓ Clinical Trials, HBR, Non-HBR

+ Add

Name of Training Certificate	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action
CITI SBE	[REDACTED].docx	19-Apr-2024	19-Apr-2024	Permanent	● Rejected	Did not complete at least 5 SBE modules.	

Click on the **pen icon** to edit the details and submit for re-verification (see steps 8-12)

# 4. Labels

- The Minimum Training Secretariat will give “labels” for the type of study that a User can conduct according to the training which has been completed

### Minimum Training Certificates ?

Note: Meet the minimum training requirement to conduct ✓ Clinical Trials as Co-I, SBE, Clinical Trials, HBR

Cluster	Name of Training Certification	File Name	Training Completion Date
NHG	HBRA Essentials	<a href="#">test.pdf</a>	29-Dec-2023
NHG	Local GCP	<a href="#">GCP test.pdf</a>	04-Sep-2023
NHG	CITI SBE	<a href="#">CITI report - Chen Hoe Meng.pdf</a>	16-Dec-2022
NHG	CITI Biomed	<a href="#">Fake Biomed Cert for UAT testing.pdf</a>	20-Nov-2022
NHG	GCP	<a href="#">CITI Completion Report.pdf</a>	07-Nov-2023

# 4. Labels

- Principal Investigator (PI), Site PI and Co-Investigators will need the relevant “labels” in order to submit the corresponding type of study selected in Section D of the IRB Application Form
- There will be a system prompt if the applicable training requirement is not met yet and the “label” is not given

## For Staff of NHG and Partner Institutions

Label	Type of Study	Minimum Training Requirements
Non-HBR	Non-Human Biomedical Research	CITI Biomed CITI FCOI
HBR	Human Biomedical Research	CITI Biomed CITI FCOI HBR Minimum Training*
Clinical Trials	Clinical Trials regulated by HSA	GCP CITI FCOI
SBE	Social, Behavioural, Educational Research <i>(applicable to submissions to NHG DSRB Domain F)</i>	CITI SBE CITI FCOI

**Note:** Please refer to your cluster’s/institution’s minimum training policy/requirements

\*Name of HBRA Training Certification might differ for different cluster/institution

# Minimum Ethics Training Secretariat Contact

For staff of NHG and Partner Institutions:

Email: [min\\_ethics\\_training@nhg.com.sg](mailto:min_ethics_training@nhg.com.sg)