

# TRAINING AND CAREER DEVELOPMENT

NIH offers a wide variety of training opportunities to its scientific staff. Regulations and policies require that all scientific staff take certain training courses, as well as others determined by your area of research:

## Mandatory Courses:

- ✓ **NIH Computer Security Awareness-** The Computer Security Act requires that all government personnel and contractors who use computers as part of their official duties must receive training on computer security awareness. This training must be completed within 60 days of your arrival at NIH.  
<http://irtsectraining.nih.gov>
- ✓ **Privacy Awareness-**The training course emphasizes two points: (1) an increased awareness of the sensitivity of the personally identifiable information (PII) that we collect, use, store, maintain, and disseminate; and (2) an understanding of the risks to the privacy of the PII we are obliged to protect.  
<http://irtsectraining.nih.gov>
- ✓ **Introduction to the Responsible Conduct of Research-** This training is required for all staff who have direct and substantive involvement in proposing, performing, reviewing, or reporting research, or who receive training. This training promotes the responsible conduct of research and discourages research misconduct and questionable research practices.  
<http://ResearchEthics.od.nih.gov>
- ✓ **Introduction to Laboratory Safety-** This computer-based training is required for all non-administrative staff. - Introduces laboratory personnel to common hazards and exposure risks, including chemical, radiological, and biological hazards.  
<https://www.safetytraining.nih.gov/>
- ✓ **Laboratory Safety at NIH-** Required for all scientific personnel, following completion of Introduction to Laboratory Safety. – provides additional training on the recognition and control of common physical, chemical, and biological hazards.  
<https://www.safetytraining.nih.gov/>
- ✓ **Technology Transfer Online Training-** Provides information about your rights and responsibilities regarding technology transfer.  
<http://tttraining.od.nih.gov/>
- ✓ **New Employee Ethics Orientation-** Provides an overview of ethics (standards of conduct) in the Federal Government.  
FTEs use - <http://ethicsorientation.nih.gov>  
Non-FTEs use - <http://oge.gov/DisplayTemplates/ModelSub.aspx?id=2147484417>

- ✓ **Equal Employment Opportunity-** Includes training on Disability Awareness, Sexual Harassment, Section 508, and the No Fear Act of 2002. You will be required to complete modules 3, 5, 6, and 7. Below is a brief description of each.  
<http://lms.learning.hhs.gov>
  - **Prevention of Sexual Harassment Training-** Provides an overview of issues involved in the prevention of sexual harassment on the job.
  - **Disability Awareness Training-** Provides information about the inclusion of persons with disabilities in all facets of NIH work, activities, and benefits.
  - **No Fear Act Training-** initial then bi-annual (Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002).
  - **Section 508 Training-** one time. Stage 1 training in Section 508 of the Rehabilitation Act of 1973. Stage 1 is an introduction to the requirements of Electronic and Information Technology (EIT) Act.
- ✓ **NEMS Awareness Training-**The NEMS (environmental) awareness training, which all NIH staff must take, is designed to briefly inform them of their roles and responsibilities within the NEMS. This training reviews the NIH Environmental Policy, describes how the NEMS works, and discusses ways to reduce your impact on the environment.  
<http://lms.learning.hhs.gov>

### **Mandatory Course Only For Those With Patient Contact:**

- ✓ **Protection of Human Research Subjects-** Designed to help IRP investigators understand and comply with the ethical guidelines and regulatory requirements for research involving human subjects. **(This is required only for those working with patients)**  
*Please contact your AO for course material.*

## Position Specific Training Courses:

Please speak with your supervisor to find out if any of the following courses apply to your research.

- ✓ **Radiation Safety Course** (Required for all staff working with or around radioactive sources.)- Provides instruction about radiation hazards and appropriate precautions.  
<http://drs.ors.od.nih.gov/training/training.htm>
- ✓ **Using Animals in Intramural Research** (Required for all staff working with animals.)- Provides information on the organizational structure of the NIH Intramural Animal Care and Use Program as well as current laws, regulations and guidelines for the care and use of animals in research.  
<http://oacu.od.nih.gov/training/index.htm>
- ✓ **Clinical Research Training** (Required for all research staff and for all clinical investigators involved with a protocol.)- Introduces the ethical issues involved in human subjects research, as well as the roles and responsibilities of the principal investigator and the institution when conducting clinical research in the NIH Intramural research program.  
<http://www.cc.nih.gov/researchers/training.shtml>
- ✓ **Blood-borne Pathogens** (Required for all staff working with blood-borne pathogens.)- addresses work practices in Biological Safety levels 2 & 3 laboratories, common methods of blood-borne pathogen exposures and the use of various controls to help prevent exposure.  
<https://www.safetytraining.nih.gov/>
- ✓ **Working Safely with Non-Human Primates** (Required for all personnel who are scheduled to begin working with non-human primates (NHP) but have little or no experience.) The primary goal of the training is to provide information about the normal behavior of NHP's that will enable personnel to avoid being bitten, scratched or otherwise exposed to pathogens that are transmissible to humans. Consult your IC Animal Program Director or your ACUC for information on presentation dates.
- ✓ **Universal Precautions** – The Departments of Labor, OSHA and HHS require that all health care workers whose job entails either patient care or clinical laboratory responsibilities receive training in Universal Precautions (UP) annually. They also recommend that workers with patient contact receive training regarding Tuberculosis (TB). Call (301) 496-2209 to schedule training.