

### Study Monitors are required to:

- Complete the mandatory training (listed below) prior to arriving at the VA Long Beach Research Office

1.) **VHA Privacy Policy FY06** (must be completed by all study monitors annually)  
[www.ees-learning.net](http://www.ees-learning.net)

2.) **VA Cyber Security Awareness FY 06** (must be completed by all study monitors requesting computer access annually)  
[www.ees-learning.net](http://www.ees-learning.net)

- Sign in at the Research Office on the first day of their visit
- Submit training certificates (Privacy Policy for all and Cyber Security only for those who will be accessing CPRS) to the Research Office
- If accessing CPRS, complete AIS Form for computer access (SS# is required)
- Check in at the police station for a visitor badge on the first day of their visit. (The VA Police will issue a visitor badge indicating the dates of visit)
- Meet or talk with the Principal Investigator or other responsible investigator to review monitor's role prior to beginning work
- Should any potential or actual serious findings be discovered, meet with the investigator and the ACOS/R&D (or his/her designee) during an exit review prior to departing from the facility. Findings that require an exit interview include, but are not limited to:

*Any suspicions or concerns that serious non-compliance may exist, and all findings of serious non-compliance with the study protocol, Institutional Review Board (IRB) requirements or applicable regulations and policies (e.g., failure to consent subjects, entering subjects who do not meet entrance criteria into protocols, failure to report serious or unexpected adverse events).*

- Sign out at the Research Office at the conclusion of visit (and return visitor badge to the Research Office)