

Are you also consenting participants at DH?

Complete DH Research Informed Consent training too:

Dartmouth-Hitchcock affiliated:

Training is available through the LTC platform —

<https://dartmouthhealth.csod.com/>

- Search “ORO Informed Consent Training Policy”, launch it, watch the 20-minute video, pass the quiz (80%+)

Dartmouth College affiliated: Access through Vector Solutions

(<https://dartmouth-nh.vectorlmsedu.com/training/home>)

5. Adding Yourself as a Study Team Member

A DH affiliate (PI or Study Coordinator) must add you in the DH eIRB system. Your path depends on your affiliation:

- **Geisel medical students, other students:** added via an IRB reliance agreement — notify your home institution's research office of your role. (Exception: non-human-subjects or exempt studies need a separate review from your home institution; you will not be added to the DH IRB submission.)
- **Interns, Fellows, Residents, Volunteers:** listed as a DH study team member, following all DH policies.

Key Resources

- DH Research Data Handbook — synergy.dartmouth.edu
- CITI training portal — one.hitchcock.org
- Geisel onboarding — geiselmed.dartmouth.edu
- DH Career Institute onboarding — dhcareerinstitute.org

Questions?

Contact the Dartmouth Health IRB office before you begin any study activities -

IRB@Hitchcock.org

<https://one.hitchcock.org/intranet/education-research/hrpp-irb> (intranet)

<https://www.dartmouth-health.org/research/hrpp-irb> (internet)



DARTMOUTH HEALTH IRB

The Intelligent Scholars Guide to Working on a DH Research Study

Congratulations on getting involved in research! Before you get started, work through the five questions below to ensure your research experience is both compliant and rewarding.

1. The Type of Student Makes a Difference

Whether you are a Geisel medical student, an intern, a student from another academic institution, or a volunteer affects how you are added to a DH research study and which requirements apply.

- **Geisel medical students:** have an established pathway and requirements when working on a DH research study.
- **Interns, Fellows, and Residents:** typically act as a DH affiliate; all DH research requirements apply.
- **Students from another institution:** usually participating to fulfill a degree requirement; you represent yourself as an affiliate of your home institution.
- **Volunteers:** affiliated with another institution but not fulfilling a degree requirement; you act as a DH affiliate and all DH research requirements apply.

2. Working Onsite at DHMC or Clinics?

Required if you'll be onsite or interacting with DH patients. The pathway depends on your home institution:

- **Geisel medical students:** Research onboarding process — <https://geiselmed.dartmouth.edu/student-research/research-on-boarding-process-start-here/>
- **Other students / Volunteers:** DH Career Institute onboarding — [\(https://dhcareerinstitute.org/student-observation-and-practicum-opportunities/](https://dhcareerinstitute.org/student-observation-and-practicum-opportunities/)
- **Note:** Interns, Fellows, and Residents follow the DH department's onboarding requirements.

3. Will You Be Viewing DH HIPAA PHI?

DH is a HIPAA Covered Entity — accessing the electronic medical record (eMR) or receiving identifiable data requires special permission.

- **Direct eMR access:** currently limited to Geisel medical students working under a DH mentor. Interns, Fellows, and Residents may also have access — check with your mentor or department.
- **Receiving identifiable data:** any of the 18 HIPAA identifiers you see or receive counts as a 'disclosure' and must be accounted for — via HIPAA authorization or an IRB HIPAA Authorization waiver.

- Check out the DH Research Data Handbook for full details on the Dartmouth Data Informatics Website: <https://synergy.dartmouth.edu/services/data-informatics/>

4. Human Subject Research Training

All study team members need human subjects research training.

- **Geisel medical students / other students:** complete your home institution's requirements.
- **Interns, Fellows, Residents, Volunteers:** complete DH's CITI training modules:
 - Biomedical Research
 - GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
 - Biomedical Responsible Conduct of Research

Access the CITI training portal — https://one.hitchcock.org/intranet/education-research/office-of-research-operations/education_and_training/citi-training