Creating a CIP Study Group that Incorporates Multiple Institutions
Sarah Marie Huban, MA, CIP, CHRC and Sarah Clark-Worley, MPH, CIP

Introduction
Preparing for the Certified IRB Professional (CIP) exam can be a daunting task. Developing a study group that incorporates participants from multiple institutions can help test takers with preparation while also providing alternative perspectives on regulatory interpretation and IRB policies.

Our Program
Who? IRB and regulatory staff from three research institutions in Atlanta (an academic medical center, a pediatric hospital, and the local VAMC)

What? A weekly CIP study group that incorporated pre-meeting reading assignments, powerpoint presentations, and group discussions

Why? To increase regulatory knowledge, share best practices, and prepare for the CIP exam

Materials
Books
• IRB Management and Function (Bankert & Amdur)
• IRB Management and Function Study Guide (Davis, Bankert, Hansen, Kornetsky, & McGough)

Handouts
• FDA Regulations
• DHHS Regulations
• FDA Information Sheets
• OHRP Guidance Documents
• CIP Exam Handbook

Study Tools
• Flashcards
• Practice Exam
• Terms List
• Chapter Summaries
• Case Studies

Program Outline
Schedule | Topics
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Intro | Overview, Handouts, Reference Materials
Week 1 | Overview and Office Organization
Week 2 | Organizing the IRB Committee
Week 3 | Review Categories
Week 4 | Initial Review and Committee Meetings
Week 5 | Informed Consent
Week 6 | Continuing Review
Week 7 | Administrative and Regulatory Issues
Week 8 | Study Populations
Week 9 | Issues Based on Study Design or Category
Week 10 | Review/Practice Exam

Our Results
- Single Institution
- Multiple Institutions

The passing rate increased from 63% to 87% when we included participants from multiple institutions and used a program length of 11 weeks.

Conclusion
- Collaborating with other institutions while preparing for the CIP exam:
  - Gives participants a different way of thinking about and implementing regulations and guidance resulting in a stronger knowledge base.
  - Exposes ideas and concepts that were based on local policy rather than regulation. Especially where institutions have research in a specific area (i.e., VA research, pediatric research, social behavioral, etc.), it was helpful to have the perspective of participants working with a variety of research types.

How to Get Started
1. Determine what institutions will be involved, invite participants and decide on a schedule
2. Develop a program outline that covers topics identified in the CIP Exam Handbook
3. Determine what materials will be used
4. Create a program outline and prepare handouts for each week
5. Help participants register for the exam

Suggestions for Other Institutions
- Develop a program length that works for your group
  - Shorter programs may not give enough time to cover all of the material, but longer programs may lead to participant burnout
  - We found that 11 weeks was optimal, but it may vary by institution
- Get creative
  - If you don’t have institutions nearby to collaborate with, utilize technology to develop a virtual study group with participants from institutions nationwide
- Be flexible (no two groups will look alike)
  - Consider the day and time. Some participants may focus better in the mornings or afternoons, and others may find the beginning of the week busier than the end.
  - Consider learning style. You can tailor presentations and study tools to your participants (i.e., online practice exams vs. paper exams, PowerPoint vs. open discussion, etc). Adjust the program as necessary and as is feasible during the prep course.