

# ECOS User Guide: Minimum Training Module

# Contents

1. Overview
2. Submit Minimum Training Certificates
3. Check Document Review Status of Training Certificate
4. Edit & Re-submit Training Certificate & ECOS Labels
5. Contacts

# 1. Overview

- a) Only PIs, Site PIs, Co-Is are listed in the Application Form - Section B2(a) Investigator List. These investigators must submit their minimum training certificates for validation and issuance of **“ECOS Labels”**.
- b) **ECOS Labels** allows users to submit studies they are qualified to conduct based on completed minimum training requirements. If the requirements are not met, the system will prompt, and no "label" will be issued.
- c) All other study team members (Study Administrator, Study Member and Sponsors) are added in the **Clinical Research Management System (CRMS)**.

<b>For NHG Health Staff and Partner Institutions</b> <b>(Please refer to your cluster's/institution's minimum training policy/requirements.)</b>		
<b>Type of Study</b>	<b>Minimum Training Requirements</b>	<b>ECOS Labels</b>
Non-Human Biomedical Research	CITI Biomed CITI FCOI <sup>^</sup>	Non-HBR
Human Biomedical Research regulated by HBRA	CITI Biomed CITI FCOI <sup>^</sup> HBRA Training*	HBR
Clinical Trials regulated by HSA	GCP CITI FCOI <sup>^</sup>	Clinical Trials
Social, Behavioural, Educational Research (applicable to submissions to NHG Health DSRB Domain F)	CITI SBE CITI FCOI <sup>^</sup>	SBE

<sup>^</sup>The FCOI declaration form will be given a “Reviewed and Completed” status.  
\*Name of HBRA Training Certification might differ for different cluster/institution.

**Note:**

- a) CITI Biomed, CITI FCOI, CITI GCP and CITI SBE → Please upload the **completion report showing all completed modules** (slide 4 for example)
- b) HBRA Training Certificate → Please upload the eCertificate

*For more information, refer to [Overview of Minimum Training Requirements](#)*

# Example of CITI Completion Report

**COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)**  
COMPLETION REPORT - PART 2 OF 2  
COURSEWORK TRANSCRIPT\*\*

\*\* NOTE: Scores on this Transcript Report reflect the most current quiz completions, including quizzes on optional (supplemental) elements of the course. See list below for details. See separate Requirements Report for the reported scores at the time all requirements for the course were met.

\* Name: [REDACTED]  
\* Institution Affiliation: National Healthcare Group Pte Ltd. (ID: 527)  
\* Institution Email: [REDACTED]  
\* Institution Unit: [REDACTED]  
\* Phone: [REDACTED]

\* Curriculum Group: [REDACTED]  
\* Course Learner Group: [REDACTED]  
\* Stage: [REDACTED]

\* Record ID: [REDACTED]  
\* Report Date: [REDACTED]  
\* Current Score\*\*: [REDACTED]

**REQUIRED, ELECTIVE, AND SUPPLEMENTAL MODULES**

	MOST RECENT	SCORE
Informed Consent (ID: 3)	25-Jan-2023	5/5 (100%)
Defining Research with Human Subjects - SBE (ID: 401)	26-Jan-2023	4/5 (80%)
Belmont Report and Its Principles (ID: 1127)	25-Jan-2023	3/3 (100%)
Social and Behavioral Research (SBR) for Biomedical Researchers (ID: 4)	25-Jan-2023	4/4 (100%)
The Federal Regulations - SBE (ID: 502)	26-Jan-2023	5/5 (100%)
Assessing Risk - SBE (ID: 503)	26-Jan-2023	5/5 (100%)
Records-Based Research (ID: 5)	25-Jan-2023	4/4 (100%)
Internet-Based Research - SBE (ID: 510)	26-Jan-2023	3/5 (60%)
History and Ethics of Human Subjects Research (ID: 498)	25-Jan-2023	5/5 (100%)
History and Ethical Principles - SBE (ID: 490)	26-Jan-2023	4/5 (80%)
Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)	25-Jan-2023	5/5 (100%)
Conflicts of Interest in Human Subjects Research (ID: 17464)	25-Jan-2023	4/5 (80%)
NHG-Singapore. Overview of the Regulatory Framework and Guidelines in Singapore (ID: 809)	25-Jan-2023	No Quiz
NHG - Singapore. Overview of Domain Specific Review Board (DSRB) Review Process (ID: 810)	25-Jan-2023	No Quiz
National Healthcare Group - Singapore (ID: 808)	25-Jan-2023	No Quiz

For this Report to be valid, the learner identified above must have had a valid affiliation with the CITI Program subscribing institution identified above or have been a paid Independent Learner.

**CITI PROGRAM**

Completion Date 28-Oct-2022  
Expiration Date N/A  
Record ID [REDACTED]

This is to certify that:

Has completed the following CITI Program course:

**CITI Good Clinical Practice**  
(Curriculum Group)  
**CITI Good Clinical Practice Course**  
(Course Learner Group)  
**1 - Basic Course**  
(Stage)

**X**

Not valid for renewal of certification through CME.

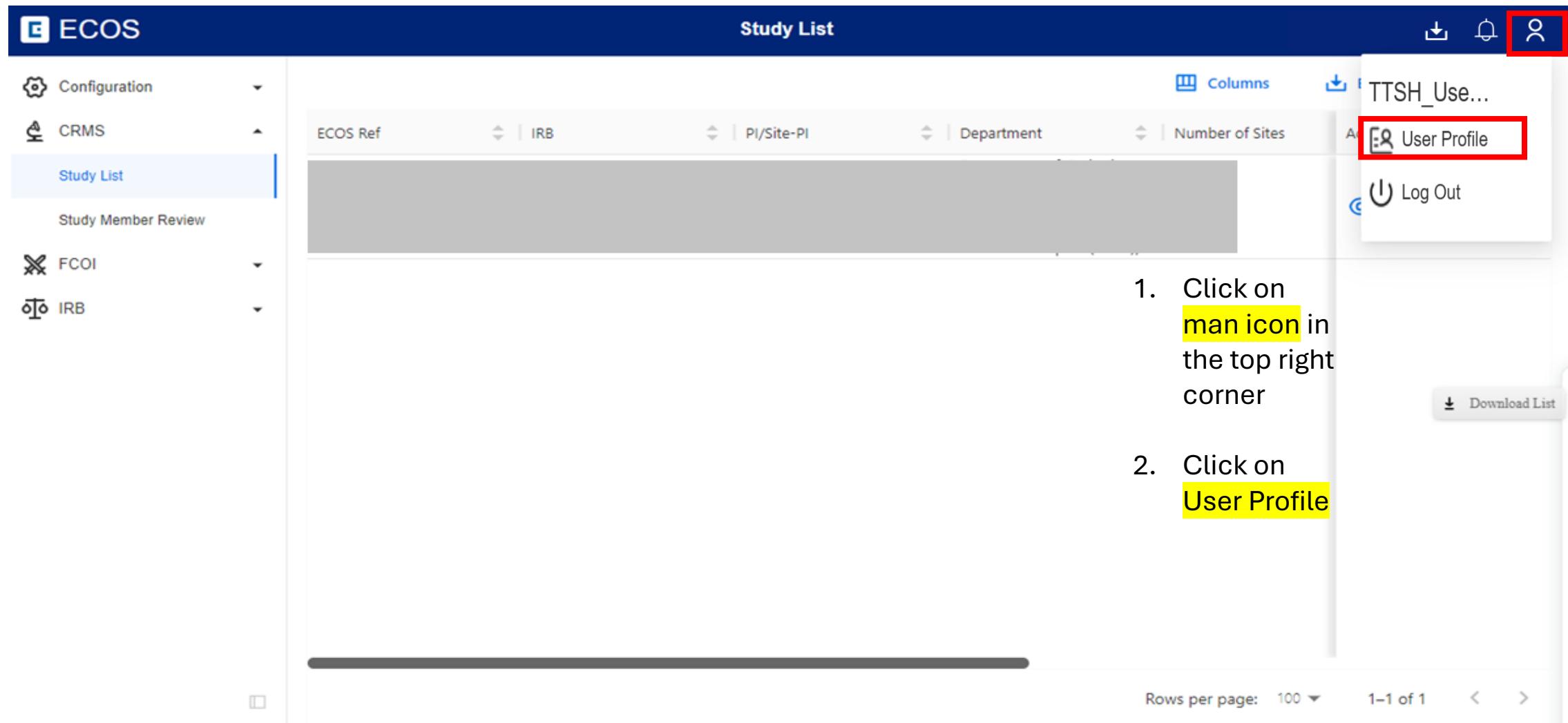
Under requirements set by:

[REDACTED]

This GCP training contains all of the attested CITI Program modules from the GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus) Version 2. This ICH E6 GCP Investigator Site Training meets the Minimum Criteria for ICH GCP Investigator Site Personnel Training identified by TransCelerate BioPharma as necessary to enable mutual recognition of GCP training among trial sponsors.

Verify at [www.citiprogram.org/verify/?w78b299b7-e656-43d4-a482-7a8274a6b921-51738529](http://www.citiprogram.org/verify/?w78b299b7-e656-43d4-a482-7a8274a6b921-51738529)

## 2. Submit Minimum Training Certificate



The screenshot shows the ECOS Study List interface. On the left, there is a navigation sidebar with the following items: Configuration, CRMS (with Study List and Study Member Review sub-items), FCOI, and IRB. The main area is titled "Study List" and contains a table with columns: ECOS Ref, IRB, PI/Site-PI, Department, Number of Sites, and Action (with a dropdown menu). The "Action" menu is open, showing options: TTSH\_Use..., User Profile (which is highlighted with a red box), and Log Out. A "Download List" button is also visible in the bottom right of the main area. The bottom of the screen shows pagination controls: Rows per page: 100, 1-1 of 1, and navigation arrows.

1. Click on **man icon** in the top right corner
2. Click on **User Profile**

## 2. Submit Minimum Training Certificate

TTSH\_User\_GM01 X

Salutation: Dr E

**Profile and Minimum Training Information** Study Information

**Current Appointment Details** + Add

Primary/Secondary Appointment	Cluster	Institution/Organisation	Department	Designation	Action
Primary	NHG				<span style="color: blue;">E</span> <span style="color: blue;">D</span>
Secondary	Non-PHI				<span style="color: blue;">E</span> <span style="color: blue;">D</span>

Download List

3. Scroll to bottom, to Minimum Training Certificates

**Minimum Training Certificates** ? + Add

Note: Meet the minimum training requirement to conduct: NIL

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Action	Download List
No Record							

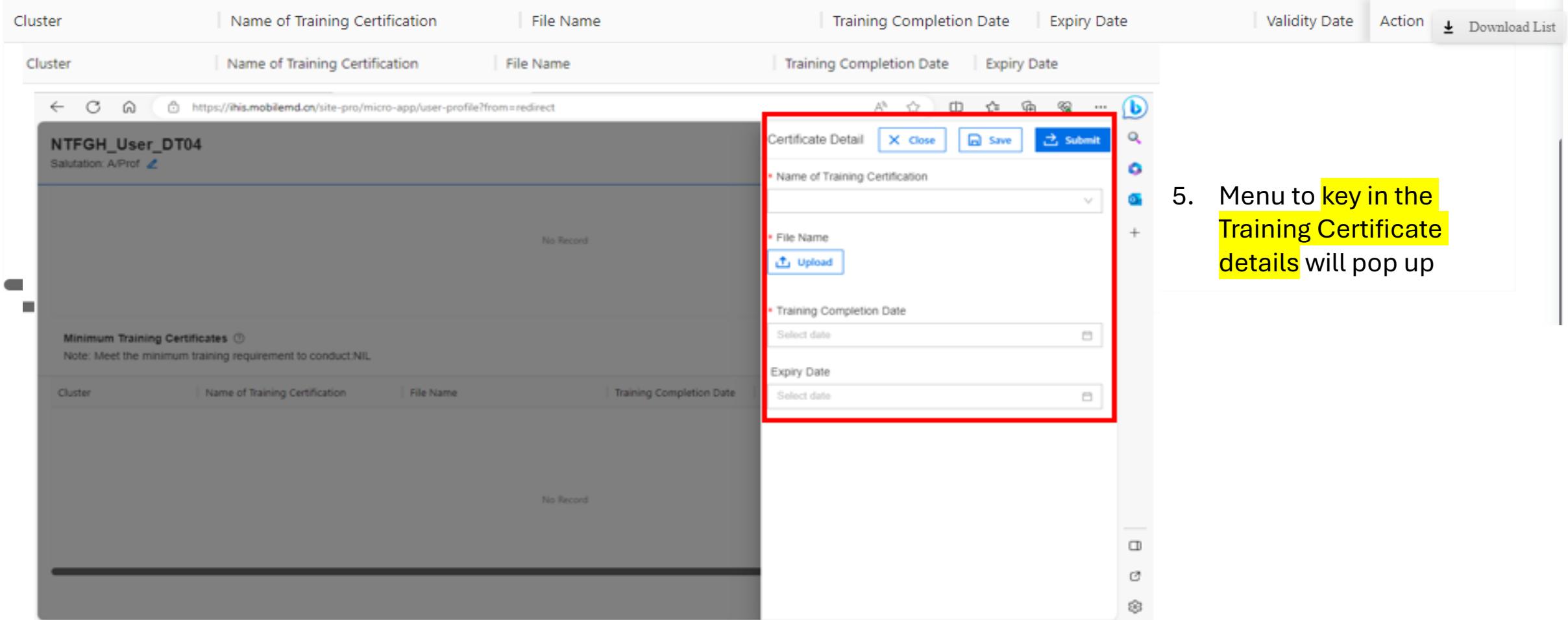
4. Click on Add

## 2. 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 Download List

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

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

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

## 2. Submit Minimum Training Certificate

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   

Name of Training Certification 

Local GCP

GCP

 CITI Biomed

CITI SBE

HBRA Essentials

Expiry Date

Select date 

6. Click on the drop-down arrow or rectangle box under 'Name of Training Certification'
7. Select the Training Certificate that you want to upload

## 2. Submit Minimum Training Certificate

Certificate Detail X Close Save Submit

\* Name of Training Certification  
CITI Biomed

\* File Name Upload

\* Training Completion Date Select date

Expiry Date Select date

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

\* Training Completion Date

Select date Calendar icon

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

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

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

REQUIRED AND ELECTIVE MODULES ONLY

DATE COMPLETED SCORE

## 2. Submit Minimum Training Certificate

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

Certificate Detail

[X 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

### 3. Check Document Review Status of Training Certificate

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

Minimum Training Certificates <small>?</small>						
Note: Meet the minimum training requirement to conduct: NIL						
Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Action
NUHS	CITI Biomed	citiCompletionReport_12892325_601...	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/Rejected	Action
citiCompletionReport_12892325_601...	01-Sep-2023	-	31-Aug-2024	 Pending Verification		

**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

## 4. Edit & Re-submit Training Certificate & ECOS Labels

### 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	 .docx	19-Apr-2024	19-Apr-2024	Permanent	 <b>Rejected</b>	Did not complete at least 5 SBE modules.	 

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

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

**Profile and Minimum Training Information** **Study Information**

**ECOS Labels**

**Minimum Training Certificates **

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

 **Add**

Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date	Validity Date	Document Review Status	Comments/Rejection Reason	Action
SingH...	GCP	GCP Certific...	01-Apr-2023	-	Permanent	 <b>Completed</b>		 
SingH...	HBRA Essentials	HBR CERTIFI...	01-Dec-2022	-	30-Nov-2023	 <b>Expired</b>		 
SingH...	CITI Biomed	CITI CERTIFI...	01-Nov-2021	-	31-Oct-2024	 <b>Completed</b>		 

16. The Minimum Training Secretariat will issue "**ECOS Labels**" for the type of study that a user can conduct according to the training certificate that was submitted for verification. Do ensure that you have obtained the relevant ECOS Labels for your research.

# 5. Contacts

## Institutions' Minimum Training Secretariat

To contact your Institutions' Minimum Training Secretariat (MTS) or NHG Health Research Course Admin (for HBR ERC), please refer to the following:

Institution	Institutional MTS Contact Information
Geriatric Education & Research Institute (GERI)	Ms Qiu Shijia: <a href="mailto:giu.shijia@geri.com.sg">giu.shijia@geri.com.sg</a> ↗
Institute of Mental Health (IMH)	Ms Jenny Tay: <a href="mailto:Jenny.am.tay@nhghealth.com.sg">Jenny.am.tay@nhghealth.com.sg</a> ↗
	Ms Jaclyn Ong: <a href="mailto:Jaclyn.yy.ong@nhghealth.com.sg">Jaclyn.yy.ong@nhghealth.com.sg</a> ↗
Khoo Teck Puat Hospital (KTPH)	Ms Vimala: <a href="mailto:yimala.sadaiyappan@nhghealth.com.sg">yimala.sadaiyappan@nhghealth.com.sg</a> ↗  <a href="mailto:ktph.cru.admin@nhghealth.com.sg">ktph.cru.admin@nhghealth.com.sg</a> ↗
NHG Polyclinics	<a href="mailto:nhgp.cru@nhghealth.com.sg">nhgp.cru@nhghealth.com.sg</a> ↗
National Skin Centre (NSC)	<a href="mailto:nsc.research@nhghealth.com.sg">nsc.research@nhghealth.com.sg</a> ↗
Tan Tock Seng Hospital (TTSH)	<a href="mailto:ttsh.CRIO@nhghealth.com.sg">ttsh.CRIO@nhghealth.com.sg</a> ↗
Woodlands Health (WH)	Ms Liang Shanying: <a href="mailto:shanying.liang@nhghealth.com.sg">shanying.liang@nhghealth.com.sg</a> ↗

## NHG Health Minimum Ethics Training Secretariat

[nhggroup.min.ethics.training@nhghealth.com.sg](mailto:nhggroup.min.ethics.training@nhghealth.com.sg)

## NHG Health Research Course Admin (HBR only)

[nhggroup.research.courseadmin@nhghealth.com.sg](mailto:nhggroup.research.courseadmin@nhghealth.com.sg)

## FCOI Secretariat

[Nhggroup.DSRB.FCOI@nhghealth.com.sg](mailto:Nhggroup.DSRB.FCOI@nhghealth.com.sg)



# Thank You

Tan Tock Seng Hospital • Khoo Teck Puat Hospital • Woodlands Hospital • Yishun Community Hospital • TTSH Integrated Care Hub  
Institute of Mental Health • National Skin Centre • National Centre for Infectious Diseases • NHG Cancer Institute • NHG Eye Institute • NHG Heart Institute  
Population Health • NHG Polyclinics • Diagnostics • Pharmacy • Community Care • NHG College • Centre for Healthcare Innovation