

# ECOS User Guide: Minimum Training Module

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# 1. Overview

- a) Only PIs, Site PIs, Co-Is from NHG Health and its partner institutions should be 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)**.

## For NHG Health Staff and Partner Institutions

(Please refer to your cluster's/institution's minimum training policy/requirements.)

Type of Study	Minimum Training Requirements	ECOS Labels
		✓ Non-HBR, HBR, SBE, Clinical Trials
Non-Human Biomedical Research	CITI Biomed CITI FCOI^	Non-HBR
Human Biomedical Research regulated by HBRA	CITI Biomed CITI FCOI^ HBRA Training*	HBR
Clinical Trials regulated by HSA	GCP CITI FCOI^	Clinical Trials
Social, Behavioural, Educational Research (applicable to submissions to NHG Health DSRB Domain F)	CITI SBE CITI FCOI^	SBE

^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 10 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 1 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: 491)	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)

Not valid for renewal of certification through CME.

Under requirements set by:

[REDACTED]

**CITI**  
Collaborative Institutional Training Initiative

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

ECOS

Study List

Configuration

CRMS

Study List

Study Member Review

FCOI

IRB

Columns

Download

ECOS Ref

IRB

PI/Site-PI

Department

Number of Sites

TTSH\_Use...

User Profile

Log Out

Download List

Rows per page: 100

1-1 of 1

1. Click on man icon in the top right corner

2. Click on User Profile

## 2. Submit Minimum Training Certificate

TTSH\_User\_GM01

Salutation: Dr [✎](#)

Profile and Minimum Training Information

Study Information

Current Appointment Details

+ Add

Primary/Secondary Appointment	Cluster	Institution/Organisation	Department	Designation	Action
Primary	NHG				<a href="#">✎</a> <a href="#">🗑</a>
Secondary	Non-PHI				<a href="#">✎</a> <a href="#">🗑</a>

Download List

Minimum Training Certificates [?](#)

Note: Meet the minimum training requirement to conduct:NIL

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

+ Add

Download List

3. Scroll to bottom, to Minimum Training Certificate s

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
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Cluster	Name of Training Certification	File Name	Training Completion Date	Expiry Date
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The screenshot shows the 'NTFGH\_User\_DT04' profile page. A modal titled 'Certificate Detail' is open, containing the following fields:

- Name of Training Certification:** A dropdown menu.
- File Name:** An 'Upload' button.
- Training Completion Date:** A date picker.
- Expiry Date:** A date picker.

The background page shows a table with columns: Cluster, Name of Training Certification, File Name, and Training Completion Date. The table is currently empty, displaying '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

Close

Save

Submit

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 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

**Note:**

You can only upload 1 file for each Training Certificate

\* Training Completion Date

Select date

<< < 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

• 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 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 ?

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
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/Reje	Action	Download List
citiCompletionReport_12892325_601...	01-Sep-2023	-	31-Aug-2024				

**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	[redacted].docx	19-Apr-2024	19-Apr-2024	Permanent	Rejected	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

Minimum Training Certificates ⓘ

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

+ Add

ECOS Labels

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	Completed		
SingH...	HBRA Essentials	HBR CERTIFI...	01-Dec-2022	-	30-Nov-2023	Expired		
SingH...	CITI Biomed	CITI CERTIFI...	01-Nov-2021	-	31-Oct-2024	Completed		

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:qiu.shijia@geri.com.sg">qiu.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:vimala.sadaiyappan@nhghealth.com.sg">vimala.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