**Program Information**

Students who are interested in medicine and clinical research are encouraged to apply to the WellSpan Health York Hospital Clinical Research Volunteer Program. The ideal applicant is an undergraduate, post baccalaureate, or first year medical student with a strong academic record aspiring to attend or complete a graduate program in a medical or other related field (e.g., psychology) that are research based. The application period is open January 22, 2019 – February 15, 2019. Five applicants will be selected to participate starting September 1, 2019 with the understanding that all volunteer requirements are completed prior to the start date.

**Applicant Requirements**

* Must be an undergraduate or post baccalaureate student in an accredited Institution of higher learning located in the United States; or a first-year medical student currently enrolled in a LCME or AOA accredited medical school.
* Student is in good standing with Institution and maintains a minimum 3.0 GPA
* Student has completed a research related course such as Introduction to Research, Statistics or equivalent class.
* Able to complete WSH volunteer engagement onboarding process and Research education modules prior to September 1, 2019.
* Able to dedicate a minimum of 2 shifts of 2 hours each, twice a week during the academic year.

**Application**

Submit the following items to the Emig Research Center at research@wellspan.org or Emig Research Center, 1001 South George Street, York, PA 17403 no later than February 15, 2019. Contact us with questions (717) 851-2223.

[ ]  Completed Application

[ ]  Current Transcript

[ ]  Letter of Recommendation from your Academic Advisor

[ ]  Completion record for the Medical Researchers- Basic Course at [www.citiprogram.org](http://www.citiprogram.org) (must create user account and affiliate with WellSpan Health to gain credit for completion – instructions are at the end of this application).

**Volunteer Information**

**Name:** Click or tap here to enter text.

**Preferred Contact Information:**Click or tap here to enter text.

**The best time and means of contacting you:**Click or tap here to enter text.

**Academic Affiliation:**Click or tap here to enter text.

**Academic Advisor Name:** Click or tap here to enter text.

**Preferred Contact for Academic Advisor:** Click or tap here to enter text.

**Current GPA:** Click or tap here to enter text.

**Title of research related course:** Click or tap here to enter text.

**ESSAY**

**In 500 words or less, explain why you want to serve as a Clinical Research Volunteer at York Hospital. Text field will expand as you type.**

Click or tap here to enter text.

**By Submitting this application and the requested documents:**

I attest that all statements and answers set forth on the application are true and complete to the best of my knowledge.

I understand that if any statements and/or answers are found false or information has been omitted, such false statements or omissions may be cause for rejection of my application or participation.

If selected, I understand that I will need to complete an application with WellSpan Health Volunteer Engagement, and that an investigative report will be conducted to obtain and verify information relating to my past activities and background. Information may include, but is not limited to: criminal records, child abuse clearances and any data provided on this application or during the interview process.

If selected, I agree to meet all Volunteer Engagement health assessments prior to September 1st.

If selected, I agree to complete the required CITI Program research training modules prior to September 1st.

If selected, I agree to meet WellSpan’s requirement of 100 hours of Volunteer Services, completed within twelve-month period from the time I start the program. This may include non-research volunteer assignments.

I permit the Volunteer Engagement department to use my name, photograph or video as a volunteer for publicity purposes when necessary.



1. Go to the CITI Program home page at [www.citiprogram.org](http://www.citiprogram.org/) and register as a new user affiliating with "WellSpan Health". Follow the prompts to set up your account. Access will be immediate.
2. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in Human Subject Research or other curriculum as decided by your institution.
3. WellSpan Health has prescribed your course curriculum. Your role in research does not affect your curriculum choices. The course(s) you are enrolled in depends only on your answers to the "Select Curriculum" questions.
4. The page following the log in page is the **Main Menu.** This page lists the courses you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you.
	* The "Add a Course or Update Learner Groups" link allows you to go to the enrollment questions and change your **"Learner Group"** by providing new responses to the enrollment questions.

 **Medical Researchers** - ***This is the required module for most researchers at WellSpan.*** Register for this training if you are conducting research including human subjects or their personal information. Clinical trials, investigator- initiated studies, case series, retrospective chart reviews, prospective data collection, medical/surgical based surveys, etc.

* + The View Previously Completed Coursework link allows you to see your past scores, view expirations, and print completion reports.
	+ The Update Institution Profile link allows you to update your institution-specific details, such as your institutional ID or employee number, email, department, role in research, etc.
	+ The View Instructions page link brings you back to this page.
	+ The Remove Affiliation link allows you to unaffiliate with an institution if you are no longer required to be certified under them and wish to no longer receive email notifications regarding courses under the institution. Please be aware that you will not have access to previous scores or completion reports obtained under the institution unless you remain affiliated.
	+ You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
1. Click the Title of the Course to begin or continue the course.
2. Please Complete the Integrity Assurance Statement presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.
3. Complete the Required modules and associated quizzes.
4. Complete the required number of Elective modules and associated quizzes
5. When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of Optional Modules. You may return to the course site at a future time to review these modules.

Please be aware that Optional Modules **do not** count towards nor appear on a completion report.

I0. When you complete all required modules successfully, you may print your completion report through the link: Print Report from your Main Menu or your Previously Completed Coursework page.

**The Medical Researcher Course will require 4-6 hours to complete depending on the curriculum prescribed by your organization. You are encouraged to use multiple log on sessions.**

* The minimum "passing" aggregate score for the quizzes has been set at 70%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Scores obtained **after** a completion report has been issued **will not** be reflected on the completion report.
* Print or download a **Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report. The My Reports page will allow you to access any completion reports you have earned.
* WellSpan Health cannot offer any educational credits because we are not the owner of the educational information.
* All Technical issues should be addressed to: supportr@citiprogram.org or you may call toll free: 888-529-5929.
* Phone support is available 8:30 am - 7:30 pm, U.S. Eastern Time, Monday - Friday.
* Contact the WellSpan Health IRB staff at (717) 851-2223 or irb<@wellspan.org for training requirements.