

PEG Study Onboard Training

Scarlett Yu

Training Overview

- 1. CITI Training and Data Security Agreement**
- 2. General Office Background**
- 3. Data Entry Training**

CITI Training & Data Security Agreement

CITI Training

- UCLA - HIPPA
- Group 1: Human Subjects Research



Data Security Agreement

- Confidential Data User Agreement & Office Security Agreement

Requirement

- Read and sign the data + office security agreement
- Complete the CITI training and HIPAA training
- Email the three documents above to Yufan Gong (ivangong@ucla.edu).

Sample Certificates/Agreement



Completion Date 27-Oct-2021
Expiration Date N/A
Record ID 45821365

This is to certify that:


Yue Yu

Has completed the following CITI Program course:

UCLA HIPAA
(Curriculum Group)
UCLA HIPAA
(Course Learner Group)
1 - Stage 1
(Stage)


Under requirements set by:

University of California, Los Angeles (UCLA)



Verify at www.citiprogram.org/verify/?w0d3e6ee8-bc52-4fe3-8880-4a21ae3ca731-45821365

UCLA - HIPPA



Completion Date 27-Oct-2021
Expiration Date 26-Oct-2024
Record ID 45820759

This is to certify that:

Yue Yu

Has completed the following CITI Program course:

Human Research
(Curriculum Group)
Group 1: Human Subjects Research
(Course Learner Group)
1 - Basic Course
(Stage)

Under requirements set by:


University of California, Los Angeles (UCLA)



Verify at www.citiprogram.org/verify/?w85c376c2-3f6d-4299-9d77-3b57021d3085-45820759

Group 1: Human Subjects Research

UNIVERSITY OF CALIFORNIA, LOS ANGELES
BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

DR. BEATE RITZ
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LOS ANGELES, CA 90095-1772
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FAX: (310) 206-6039

**CONFIDENTIAL DATA USER AGREEMENT
OFFICE SECURITY AGREEMENT**

Part I. CONFIDENTIAL DATA USER AGREEMENT
In order to ensure the confidentiality of the data collected as part of the research studies conducted by Dr. Beate Ritz and her collaborating researchers, I, Yue Yu, will abide by the following listed below.

I will complete the appropriate **UCLA online Collaborative Institutional Training Initiative (CITI)** (e.g. for biomedical and/or for social science research) and the **HIPAA Clinical Research Training Course**, and I will submit a copy of the training certificates to the Office Manager.

PLEASE INITIAL AT THE BEGINNING OF EACH SECTION

YY If I plan to design my own research analysis, I must submit a signed **Data Request form**. The Data Request form and any changes to it must be approved by Dr. Beate Ritz, and/or all collaborating researchers.

YY I will obtain approval from Drs. Ritz and/or her collaborating researchers before making study data or results available to third parties in any format, for example, but not limited to: class assignments, posters or abstracts in conferences, and manuscripts submitted to publications.

YY I understand and will abide to the following requirements about **computers and equipment (including personal devices) used to store and/or analyze project datasets**:

All computers and equipment (including personal devices) must be secured, protected, and encrypted.

Confidential Data User Agreement & Office Security Agreement

All lab members must complete and submit these three documents before starting to work!

General Office Background

About PEG Study

Schedules and Personnel

Office Layout

Key Application

About PEG Study

Duration

- 23-year study (started in 2001)

Focus:

- Links between **P**arkinson's disease, the **E**nvironment, and **G**enes

Collaboration:

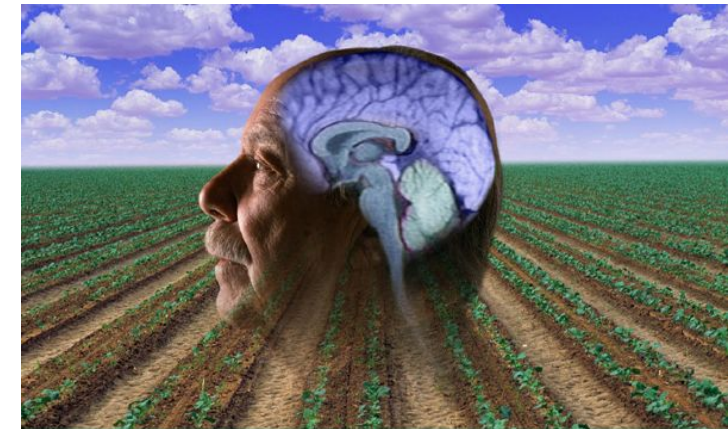
- UCLA School of Public Health
- UCLA Movement Disorder Clinic (Neurology Dept.)
- UCLA Human Genetics
- Local healthcare providers in Kern, Fresno, and Tulare counties, CA

Funding:

- National Institute for Environmental Health Sciences (NIEHS)

Significance:

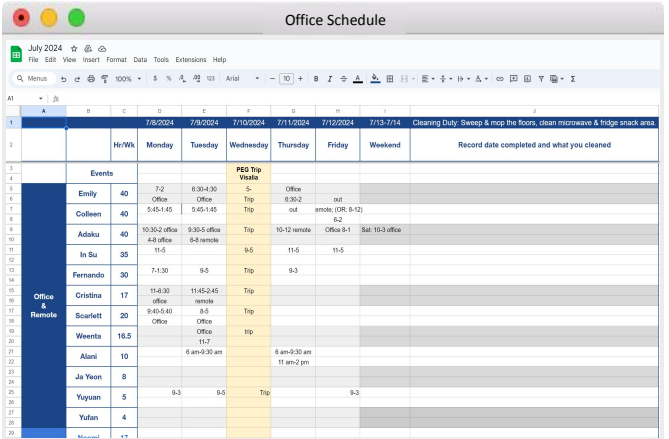
- First federally funded Parkinson's study focusing on rural populations



Office Schedule and Personnel

Office schedule

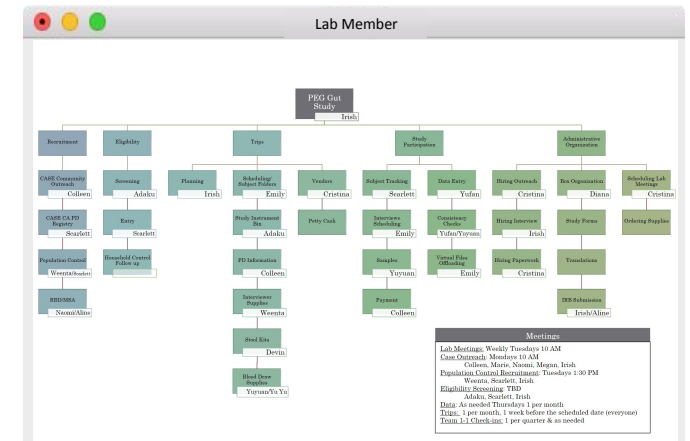
- A Google sheet indicates lab member's working schedule
- Please always keep it updated
- Cristina will send out through email every month



		7/6/2024	7/8/2024	7/10/2024	7/11/2024	7/12/2024	7/13/2024	
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend	
1								Cleaning Duty: Sweep & mop the floors, clean microwave & fridge snack area
2								Record date completed and what you cleaned
3	Events			PEG Tip Visit				
4	Emily	40	7-2 Office	6:30-4:30 S- Trip	Office	6:30-2 out		
5	Colleen	40	5:45-1:15	5:45-1:15	Tip	out	amso (PR: 8-12)	
6	Adaku	40	10:30-2 office	9:30-5 office	Tip	10-12 remote	Office 5-1	
7	In Su	35	6:5 office	8-4 remote				
8								
9	Fernando	30	7-1:30	9-5	Tip	9-3		
10								
11	Cristina	17	11-4:30 office	11:45-2:45 remote	Tip			
12	Scarlett	20	9:45-5:40	9-5	Tip			
13								
14	Weena	16.5		Office	tip			
15								
16	Alani	10		6 am-9:30 am	11-2	6 am-9:30 am		
17	Jia Yuen	8			11 am-2 pm			
18	Yueyue	5	9-3	9-5	Tip		9-3	
19	Yufan	4						
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Personnel

- Lab member responsibility flowchart & bios
 - BOX Path: PEG_GUT > PEG Dictionary >
 - BOX Link: <https://uclahs.box.com/s/b91os9rzodpb9i7w6s6ckjs37ln4h9cn>



Office Layout

Main PEG office (73-274/73-284)

- Key cabinet: all cabinets need to be **locked** at the end of the day
- Computers and passwords
- Printers
- Recruitment station, form shelves
- **Main office key application:** Contact Cristina Ruiz (cruiz311@g.ucla.edu)

Supply room (73-254)

- Storage for extra office supplies

Secure room (73-310)

- Good to use as private interviewing space, key logging records required

Copy room (76-087)

- Bulk printing/copying, printing code required – check with lab members for the code

Study Participants

Case – PD patient

- PD patient

Controls – originate

- (ideally randomly sampled) from the same population that gave rise to the cases
- Types
 - HH control
 - Population control

Thank you!