

Note for NHG Health-based MOHH Residents / SAF Staff / Doctors

Per the NHG Health HBR Minimum Training Requirements listed on the NHG Health OHRPP research Website: [HBR Essential Research Conduct \(ERC\) Course](#).

All NHG Health-based MOHH Residents/Doctors or NHG Health-based SAF Staff/ doctors[#] who are participating in HBR in the capacity of NHG Health PI/Co-I/ Collaborator/ study team member are also required to complete the HBR ERC Online Course (HBR Minimum Training).

[#]SAF-NHG staff/ doctors (with formal NHG Appointment with NHG Health Institutions including affiliate or joint appointments).

Note: If you had already completed HBRA minimum training course from SingHealth, NUHS or NUS Cluster, it will be recognised by NHG Health. You may read the following:

1. Additional Supplementary Readings listed on this HBR ERC Course webpage: [HBR Essential Research Conduct \(ERC\) Course](#).
2. The NHG Health specific research policies/SOPs listed on the NHG Health OHRPP Research Website via the NHG Health Intranet (SharePoint) via the links below:
 - <https://ethics.gri.nhg.com.sg> > Home > Resources > NHG Health Proper Conduct of Research SOP & templates
 - <https://ethics.gri.nhg.com.sg> > Home > Conducting Research > NHG Health Research Policies and Guidelines

If you are UNABLE to access the NHG Health SharePoint intranet, please approach your NHG Health PI or Institution Research Office /CRU for a copy of NHG Health Research Policy and Proper Conduct of Research SOPs.

Reminder:

- At your 1st login to ECOS, on your Profiles page, upload your HBR minimum training certification/ record for verification prior to the new HBR applications and amendments.
- Please also file a copy of the training certificate in your Investigator File.

(Template) Request to Access HBR ERC Online for NHG Health-based MOHH Residents/ SAF Staff / Doctors

If you require access the **HBR ERC Online Course**, please submit a request with a Declaration of your Reporting office (R.O) / Head of Department (HOD)'s endorsement on your research involvement to the NHG Health OHRPP Research Education Unit.

You may use the template for declaration below (with the required details) and email it to nhggroup.research.courseadmin@nhghealth.com.sg, copying your NHG Health Reporting Officer/Head of Department (HOD).

An email notification will be sent to you after approval is granted. If you did not receive the email notification within 1-2 working days after requesting for access, please login to [LENS](#) to check if you are able to access the HBR ERC Online Course.

Upon successful approval, you will be granted 1 month access (from date of approval) to complete the online course.

Declaration of R.O/HOD's Endorsement:

I, <insert Name of Requestor>, <MCR no.> had obtained the endorsement of my Reporting Officer <insert Name & Designation>/ HOD <insert Name & Designation> for my involvement in Human Biomedical Research (HBR) study, and to have access to NHG Health research policies /SOPs and the NHG Health HBR ERC online course for the purpose of my research work and/ meeting the NHG Health HBRA minimum training requirement.

Details of Involvement in HBR study:

- Name of MOHH resident/doctor/requestor:
- Department:
- Study /ECOS / DSRB Ref number:
- Role in the study (e.g., *Principal Investigator/ Co-investigator, Collaborator*):
- The period/duration of your involvement in the study:
- LENS User ID: