

WNEP County Coordinators' Roles and Responsibilities in Human Subjects Protection (HSP) Policies and Procedures

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- Complete the on-line training modules at www.uwex.edu/hsp
- Look at the other links on the Human Subjects Protection website: Self-Assessment Decision Tree, Application for Approval, Sample Consent Language, Renewal Form, and Frequently Asked Questions.
- Consult with Dan Hill, Secretary of the Faculty and Academic Staff/Interim Assistant Vice Chancellor, who serves as the Human Subjects Protection Administrator for UW-Extension. Email: dan.hill@uwex.edu; Phone: (608) 262-4387. Check with Dan about any questions about Human Subjects Protection that are not answered on the website.
- Use the procedures related to Human Subjects Protection as described in instructions for Statewide Evaluation projects in which county is participating. Look for “Human Subjects Protection” or “Informed Consent” in the instruction forms for the various projects.
- Develop and use appropriate HSP procedures in all locally-prepared evaluation or research projects.
- Train all Nutrition Educators, volunteers and/or students in your unit on the importance of Human Subjects Protection.
- Provide training to any staff or volunteers who collect or handle data, on the correct procedures for Human Subjects Protection.
- Continually monitor and make sure that HSP procedures are followed by all colleagues.

WNEP Nutrition Educators' Roles and Responsibilities in Human Subjects Protection Activities

- Learn and follow the correct procedures for collecting data from participants
 - Procedures for statewide evaluation projects
 - Procedures for local evaluation projects
 - Procedures for research projects
- Learn and follow the correct procedures for handling data from participants
 - Proper storage of participant data
 - Confidentiality of participant information and data

Just a reminder . . .

Nutrition Educators do not have to complete the on-line training modules.

