

SOP Title:	Training and Education		
SOP #:	I.04.001	Original Issue Date:	February 23, 2015
Category:	General Administration	Reviewed/Effective Date:	October 1, 2019
Issued by:	Research Ethics Office(REO)	Revision Date:	October 1, 2019
Approved By:	Dr. Elizabeth Stephenson		

1.0 PURPOSE

This standard operating procedure (SOP) describes the training and education requirements for Research Ethics Board (REB) members and REO Personnel.

2.0 POLICY STATEMENT

REB members and REO Personnel charged with the responsibility of reviewing, approving and overseeing human research and the associated administrative functions, should be well-versed in the regulations, guidelines, policies and ethical principles applicable to human research. Education and training in these areas is important for the REB to fulfill its mandate of protecting the rights and welfare of human research participants and human materials in a consistent manner.

3.0 DEFINITIONS

See Glossary of Terms

4.0 RESPONSIBILITY

All REB members and REO Personnel are responsible for ensuring that the requirements of this SOP are met.

5.0 PROCEDURES

5.1 Training and Education – REB Members

- 5.1.1 The REB Chair or designee will provide new REB members with a general overview of the policies and procedures pertinent to REB meeting functions and REB member expectations, as well as an orientation to the principles and guidelines for research ethics;
- 5.1.2 New REB members will receive an orientation before beginning their formal duties.
- 5.1.3 REB members are required to complete the TCPS 2 online tutorial and are expected to participate in the orientation process which may include, but is not limited to:
 - Background on the REB (e.g., Terms of Reference, governance structure, annual reports, process flowchart),

- Policies and Procedures (e.g., relevant SOPs and associated forms, consent form templates, consent form checklists, reviewer checklists, etc.),
 - Member information (e.g., meeting schedule, membership list, information and guidelines for members, reviewer guide),
 - Regulatory and guidance documents,
 - Other member-specific information (e.g., copy of signed confidentiality and conflict of interest agreement, membership appointment letter),
 - Resource information (e.g., list of training and education references, relevant articles, etc.);
- 5.1.4 As part of their orientation, new REB members will be offered the opportunity to observe at least one REB meeting prior to commencing their REB member duties;
- 5.1.5 REB members are encouraged to attend conferences and other educational sessions pertaining to human participant research protection, such as the Canadian Association of Research Ethics Board (CAREB) annual general meeting and CAREB regional meetings. The REB office will support such activities to the extent possible and as appropriate to the responsibilities of REB members and REO Personnel. Conference attendance is based on availability of funding and other practical considerations (e.g., timing, conference location);
- 5.1.6 Ongoing ethics education in areas germane to the REB members' responsibilities may be provided at REB meetings;
- 5.1.7 New or revised policies and SOPs will be disseminated to the new REB members;
- 5.1.8 REB members are encouraged to engage in self-directed learning in research ethics and in the conduct of research to enhance their ability to fulfill their responsibilities.

5.2 Training and Education – REO Personnel

- 5.2.1 The REB Chair or designee will provide new REO Personnel with an overall orientation to the REB including a general overview of the policies and procedures pertinent to their role in support of the REB;
- 5.2.2 New REO Personnel will receive an orientation package. Before commencing their official duties in the REB office, REO Staff are expected to read and become familiar with the information;
- 5.2.3 New REO Personnel will receive training on the REB SOPs and will be expected to be knowledgeable and compliant with the SOPs;
- 5.2.4 New REO Personnel are required to complete the TCPS 2 online tutorial, and are encouraged to complete additional and ongoing relevant education and training in research ethics and in the conduct of research;
- 5.2.5 REO Personnel are encouraged to attend conferences and educational sessions pertaining to human participant research protection, such as the CAREB annual general meeting and CAREB regional meetings. The REO will support such activities to the extent possible and as appropriate to the responsibilities of REB members and REO Personnel. Conference attendance is based on availability of funding and other practical considerations (e.g., workload, staffing, conference location);

- 5.2.6 New or revised policies and SOPs will be disseminated to the REO Personnel;
- 5.2.7 REO Personnel are encouraged to engage in self-directed learning to enhance their ability to fulfill their responsibilities.

5.3 Documentation of Training and Education

- 5.3.1 The REO will retain copies of the CVs of all REB members and REO Personnel;
- 5.3.2 REB members and REO Personnel will record their relevant training and education and provide copies of their certificates of completion. Training records will be kept on file in the REB office;
- 5.3.3 REB members and REO Personnel are encouraged to retain copies of agendas of relevant workshops, seminars and conferences attended;
- 5.3.4 REB agendas and minutes will record the distribution of any educational materials presented at the REB meetings.

6.0 REFERENCES

See References