Title	Training and Education
SOP Code	103.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

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

2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

All REB members and Research Ethics staff are responsible for ensuring that the requirements of this SOP are met.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

REB members, Research Ethics staff and others charged with the responsibility for reviewing, approving, and overseeing human participant research should be well-versed in the regulations, guidelines, policies, and ethical principles applicable to human participant research. Adequate training and education in these areas is critical for the REB to fulfill its mandate to protect the rights and welfare of participants in a consistent manner.

5.1 Training and Education – REB Members

5.1.1 The REB Chair or designee and Research Ethics staff 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. REB members are required to complete the TCPS 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 template, consent form checklist),
- 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.);

5.1.3 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;

5.1.4 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. Research Ethics will support such activities to the extent possible and as appropriate to the responsibilities of REB members. Conference attendance is based on availability of funding and other

5.3 Documentation of Training and Education

5.3.1 Research Ethics will retain copies of the CVs of all REB members and Research Ethics staff ;

5.3.2 REB members and Research Ethics staff will record their relevant training and education and provide copies of their certificates of completion. Training records will be kept on file in Research Ethics;

5.3.3 REB members and Research Ethics staff 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.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP103.001	15-Sept-2014	Original version
SOP103.002	08-Mar-2016	No revisions needed
SOP103.003	08-Oct-2019	