

Title	Training and Education
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1 PURPOSE

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

2 SCOPE

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

3 RESPONSIBILITIES

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

4 DEFINITIONS

See Glossary of Terms.

5 PROCEDURES

REB members, REB Support 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 research participants in a consistent manner.¹ The Board of Directors is responsible for providing the financial support to ensure continuing professional development in ethics for REB members and Support Staff.²

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 REB members must have completed a recognized training program in research ethics. New REB members will receive an orientation before officially commencing their duties. This orientation process includes:

- Background on the REB (e.g. terms of reference, governance structure, process flowchart),
- Policies and Procedures (e.g. SOPs, consent form templates),
- Member information (e.g. meeting schedules, membership list, reviewer guide, letter of member designation, available training),
- Applicable regulatory texts;

¹ Operational Guidelines for Ethics Committees that Review Biomedical Research, World Health Organization (WHO), 2000, hereafter “TDR”, s. 4.7.

² *Plan d'action ministériel en éthique de la recherche et en intégrité scientifique, Gouvernement du Québec, Ministère de la Santé et des Services sociaux*, June 1998, hereafter “PAM”, p. 14; TDR, s. 4.7.

- 5.1.3 New or future 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 professional development activities in research ethics;
- 5.1.5 New or revised policies and SOPs will be disseminated to the new REB members.

5.2 Training and Education – REB Support Staff

- 5.2.1 The REB Chair, REB office manager, or designee will provide new REB Support Staff 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 REB Support Staff will receive training on the REB SOPs and will be expected to be knowledgeable and compliant with the SOPs;
- 5.2.3 New REB Support Staff are required to complete a recognized training program in research ethics, and are encouraged to complete additional and ongoing relevant education and training in research ethics and in the conduct of research;
- 5.2.4 New or revised policies and SOPs will be disseminated to new REB Support Staff.

5.3 Documentation of Training and Education

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

6 REFERENCES

See footnotes.

7 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
REB-SOP 103.001	2020-03-20	Original version

8 APPENDICES