TITLE:	Standard Operating Procedure (SOP) Training and Education: NSHA REB Members and Office Personnel	**NUMBER:**	NSHA REB-SOP-1-004
Effective Date:	April 2014	Revision:	September 29, 2017
Applies To:	NSHA REB members and REB Office Personnel.		

1. PURPOSE:

The purpose of this standard operating procedure (SOP) is to describe the training and education requirements for members of the Nova Scotia Health Authority Research Ethics Board (NSHA REB) and research ethics office staff.

2. POLICY:

The NSHA REB acknowledges the need to ensure that members and staff have the qualifications and knowledge required to fulfill their assigned responsibilities. REB members and staff should be well-versed in the regulations, guidelines, policies and ethical principles applicable to human research. The REB recognizes that adequate training and education in these areas is essential to fulfill its mandate of protecting the rights and welfare of human research subjects and human materials in a consistent manner.

The REB executive chair and/or designee are responsible for establishing the training and education requirements for REB members and staff. The executive chair, or designee, will ensure that initial and ongoing training is provided and documented in accordance with such requirements.

3. DEFINITIONS:

See Glossary of Terms

4. PROCEDURES:

4.1. Initial Training and Education – REB Members

4.1.1. The REB Executive Chair, Co-Chair or Manager, will provide new members with a general overview of the policies and procedures pertinent to REB meeting functions and member expectations;

4.1.2. New members will be required to sign a letter of appointment

4.1.3. New REB members will receive an orientation package before beginning their formal duties on the REB. Members are expected to read and become familiar with the information. The orientation package will include items such as:

- Policies and Procedures (e.g. Terms of Reference, relevant SOP's, applicable research related policies and procedures, consent form template, database user guides),
- Member information (e.g. research ethics office contact information, REB meeting schedule, confidential REB membership list),
- Regulatory and guidance documents (e.g. Tri-Council Policy Statement: Ethical conduct for Research Involving Humans [TCPS], ICH Good Clinical Practice Guidelines),
- Other member specific information (e.g. NSHA confidentiality agreement, conflict of interest agreement),
- Resource information (e.g. list of training and education references, relevant articles),
- Educational resources (as applicable)

4.1.4. As part of the orientation, new members will be offered the opportunity to observe at least one REB meeting prior to commencing their member duties.

4.1.5. All REB members are required to complete the TCPS online tutorial, prior to commencing their REB related duties.

4.1.6. New or revised policies and SOP's will be disseminated to new REB members.

4.1.7. 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.

4.2. Initial Training and Education: REB Office Personnel

4.2.1. All new individuals to the Nova Scotia Health Authority or former employees who have been gone greater than one year receive General Orientation within one week of beginning employment, or placement.

4.2.2. The Manager will provide new staff with an orientation to the REB including a general overview of the policies and procedures pertinent to their role in support of the REB.

4.2.3. New staff are expected to read and become familiar with the SOPs and related policies as it pertains to their role;

4.2.4. New staff will be expected to successfully complete the TCPS online tutorial, within the first six months on the job.

4.3. Continuing Education –REB Members and Office Personnel

4.3.1. REB members and office personnel are encouraged to attend workshops and other educational opportunities focused on REB functions and human participant research protection. The REB will support such activities to the extent possible and as appropriate to the responsibilities of members and office personnel.

4.3.2. Conferences: members (including the executive chair and co-chairs) and staff are encouraged to attend relevant conferences pertaining to health research, including, the Canadian Association of Research Ethics Board (CAREB) annual general meeting. Conference attendance is based on availability of funding and other practical considerations (e.g., timing, conference location).

4.3.3. Workshops and Seminars: REB members and office personnel are encouraged to participate in local training courses, education sessions, and seminars pertaining to research ethics, research conduct, privacy and other related topics.

4.3.4. NSHA REB Advances: All REB members are strongly encouraged to attend at least one Advance per year. Advances are generally held at least twice per year and include relevant discussions regarding key concepts, procedures, emerging issues and other matters of interest as it pertains to research ethics.

4.4. Documentation of Training and Education –REB Members and Office Personnel

4.4.1. The manager will retain copies of signed and dated *curricula vitae* (CVs). CV's are to be re-submitted to the office every 3 years;

4.4.2. REB members and office personnel should submit a copy of the TCPS 2 CORE certificate of completion to the manager;

4.4.3. All other training records or documentation of educational material for members and office personnel should be submitted to the manager, as applicable. Copies of agendas for relevant workshops, seminars and conferences should be kept as evidence of continuing education;

4.4.4. Documentation of qualifications and training (i.e. degree(s), area(s) of expertise and organizational affiliation(s), role on the REB (e.g. scientific, nonscientific), sex, Canadian citizenship status, and indications of experience such as board certification, licenses, etc. sufficient to describe each member's chief anticipated contribution to REB deliberations (as

applicable); is filed in training binders maintained and stored by the REB Office.

5 REFERENCES

1. Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2014 (TCPS2 2014) online tutorial;
2. US Department of Health and Human Services (HHS) CFR Title 45 Part 46.107;
3. US Food and Drug Administration (FDA) Code of Federal Regulations (CFR), Title 21, Part 56.107.

6 RELATED DOCUMENTS:

1. Administrative Policy, Human Resources: *Orientation Onboarding CDHA CH 08-026*

Version History

Effective Date	Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
June 3, 2016		Reflect the change from nine DHA's to one
September 29, 2017		Harmonized with CAREB/N2 SOP's