



Research Ethics Board Standard Operating Procedures

Training and Education

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ISSUED BY:	Research Ethics Office		
APPROVED BY	Vice President, Research		

The WCH REO webpage version of this document is considered the most current.

Please ensure that you have reviewed all linked documents and other reference material within this SOP.

1.0 POLICY STATEMENT:

The purpose of this Standard Operating Procedure (SOP) is to describe the training and education requirements for Women's College Hospital (WCH) Research Ethics Board (REB) members and WCH Research Ethics Office (REO) staff.

REB members and REO staff who are assigned the responsibility of reviewing, approving, and overseeing human research should be well-versed in the regulations, guidelines, policies, and ethical principles applicable to human research. Adequate training and education in these areas is essential for the WCH REB to fulfill its mandate of protecting the rights and welfare of human research subjects and human materials in a consistent manner.

2.0 DEFINITION(S):

See Glossary of Terms

3.0 RESPONSIBILITY:

This SOP applies to the REB Chair, Vice-Chair, Manager, REB members and REO staff.

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

4.0 PROCEDURES:

4.1 Initial Training and Education – WCH REB Members

- 4.1.1 The WCH REB Chair or delegate will provide new REB members with a general overview of the policies and SOPs pertinent to REB meeting functions and REB member responsibilities.
- 4.1.2 New REB members will receive an orientation package. Before beginning their formal duties on the WCH REB, members are expected to read and become familiar with the information in their orientation package. The orientation package will include items such as:



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- Letter of Engagement and Confidentiality of Information and Conflict of Interest Agreement
- WCH REB Terms of Reference and SOPs
- WCH REO Contact Information
- WCH REB Meeting Schedule
- WCH REB Membership List
- Reviewer Checklist Template
- Regulatory and Guidance Documents

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

4.1.4 All REB members should complete the most [current research ethics courses](#) being offered by WCH. These include the Good Clinical Practice (GCP), Responsible Conduct of Research (RCR) and Basic Biomedical Research Ethics modules through CITI Training.

4.2 Initial Training and Education – REO Staff

4.2.1 The Manager or delegate will provide new REO staff with a general orientation to the WCH REO and an overview of the policies and SOPs pertinent to their role in support of the WCH REB. Before commencing their official duties, REO staffs are expected to read and become familiar with REB SOPs.

4.2.2 All REO staff must complete the most [current research ethics courses](#) being offered by WCH within the first three months in their position.

4.3 Continuing Education – REB Members and REO Staff

4.3.1 **Conferences:** REB members (including the REB Chair) and REO staff are encouraged to attend conferences pertaining to human participant research protection, such as the Canadian Association of Research Ethics Board (CAREB) annual general meeting and the Public Responsibility in Medicine and Research (PRIMR). Annual Conference. The REO will support such activities to the extent possible and as appropriate to the responsibilities of REB members and REO staff. Conference attendance is based on availability of funding and other practical considerations (e.g. timing, conference location, etc.).

4.3.2 **Workshops and Seminars:** REB members and REO staff are encouraged to attend (in person or via teleconference/webinars) other relevant local workshops and educational sessions, such as research education sessions (e.g. University of Toronto Joint Centre for Bioethics Seminars; N2 local events and workshops; Hospital for Sick Children's Lecture Series videoconference at Sunnybrook, etc.).



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- 4.3.3 REB members who have received funding from the REO to attend a workshop or conference will be asked to present the relevant conference/workshop information at the next REB meeting, time permitting. REO staff will be asked to present relevant conference/workshop information to their colleagues at the next team meeting and/or at an REB meeting as appropriate.
- 4.3.4 **Other Educational Opportunities:** The WCH REB Chair, Manager, or delegate(s) will distribute articles related to human subject protections, trends in research, or updated guidance documents, as appropriate. REB members and REO staff are encouraged to submit relevant articles to the WCH REB Chair, Manager, or REO staff for distribution.
- 4.3.5 WCH will hold an educational event at least once per year for REB members and REO staff.

4.4 Documentation of Training and Education – REB Members and REO Staff

- 4.4.1 The REO will keep current (within two years) copies of REB members' and REO staff's curricula vitae on file for the duration of their term on the WCH REB.
- 4.4.2 REB members and REO staff are encouraged to retain copies of agendas for relevant workshops, seminars, and conferences attended as evidence of continuing education.
- 4.4.3 REB members' and staff training records will be kept on file in the REO for the duration of their term on the WCH REB.

5.0 REFERENCES:

1. Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2014 (TCPS2)
2. International Conference on Harmonization (ICH) Good Clinical Practice (GCP) Guidelines as adopted by Health Canada
3. US Food and Drug Administration (FDA) Code of Federal Regulations (CFR), Title 21, Parts 56.108, 56.115
4. US Department of Health and Human Services (HHS) CFR Title 45 Part 46.103, 46.108
5. Sunnybrook Health Sciences Centre Research Ethics Board Standard Operating Procedure– *Training and Education: REB Members and REO Staff* (REB-SOP-I-04.003)