

Title	Training and Education
SOP Code	103.001
Effective Date	2023-FEB-03

Site Approvals

Name and Title	Signature	Date (yyyy.mm.dd)
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1.0 PURPOSE

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

2.0 SCOPE

This SOP pertains to the Human Research Ethics Board (HREB), Mount Royal University.

3.0 RESPONSIBILITIES

All Mount Royal University HREB members and HREB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

REB members, REB Office Personnel and others charged with the responsibility for reviewing, approving, and overseeing human participant research should be well-versed in the ethical principles, policies, guidelines and other requirements 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.

5.1 Training and Education – REB Members

5.1.1 The HREB 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. REB members are required to complete the newest available 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., CompleteTri-Agency unconscious bias training module, 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 participate in local, regional and national educational opportunities pertaining to human participant research protection. These may be in person or virtual. The REB Office will support such activities to the extent possible and as appropriate to the responsibilities of REB members. Attendance may

be based on availability of funding and other practical considerations (e.g. timing, location);

- 5.1.5 Ongoing ethics education in areas germane to the REB members' responsibilities may be provided at REB meetings or as special meetings;
- 5.1.6 New or revised policies and SOPs will be disseminated to the new REB members;
- 5.1.7 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.

5.2 Training and Education – REB Office Personnel

- 5.2.1 The REB Chair or designee will provide new REB Office 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 REB Office Personnel will receive an orientation package. Before commencing their official duties in the REB office, REB Office Personnel are expected to read and become familiar with the information;
- 5.2.3 New REB Office Personnel will receive training on the REB SOPs and will be expected to be knowledgeable and compliant with the SOPs;
- 5.2.4 New REB Office Personnel are required to complete the TCPS online tutorial or equivalent, and are encouraged to complete additional and ongoing relevant education and training in research ethics and in the conduct of research;
- 5.2.5 REB Office Personnel are encouraged to participate in local, regional and national educational opportunities pertaining to human participant research protection. These may be in person or virtually. The REB Office will support such activities to the extent possible and as appropriate to the responsibilities of REB Office Personnel. Attendance may be based on availability of funding and other practical considerations (e.g. timing, location);
- 5.2.6 New or revised policies and SOPs will be disseminated to the REB Office Personnel;
- 5.2.7 REB Office 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 REB Office will retain copies of the CVs of all REB members and REB Office Personnel;
- 5.3.2 REB members and REB Office 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 REB Office 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.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 103.001	2023.02.03	Original version