



IWK Research Ethics Standard Operating Procedures

Document # RE 2.202	Title: Education and Training of REB members and Research Ethics Office Staff	Effective Date: November 19, 2024
Pages: 4	Responsibility of: Research Ethics Board	Date Approved: November 19, 2024

POLICY STATEMENT

Research Ethics Board members and REO staff charged with the responsibility of reviewing, approving and overseeing human research and the associated administrative functions, are required to be well-versed in the regulations, guidelines, policies and ethical principles applicable to human research.

DEFINITIONS

See Glossary of Terms

RESPONSIBILITY

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

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

PROCEDURES

Initial Training and Education for REB Members

- The IWK REB Chair or delegate will provide new REB members with a general overview of the policies and SOPs relevant to REB member responsibilities
- New REB members will receive an orientation package before beginning their formal duties on the Research Ethics Board
- REB members are expected to read and become familiar with the information in their orientation package. The orientation package will include items such as:
 - Letter of Engagement and Confidentiality Agreement
 - REB Terms of Reference and SOPs
 - REO Contact Information

- REB Meeting Schedule
 - REB Membership List
 - Reviewer Checklist Templates
 - Regulatory and Guidance Documents (e.g. Tri-Council Policy Statement: Ethical conduct for Research Involving Humans [TCPS]; ICH Good Clinical Practice Guidelines)
 - Available Educational Resources [GCP]
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- As part of their orientation, new REB members will be offered the opportunity to observe at least one REB meeting before beginning their REB member duties
 - All REB members should complete the most current online Tri-Council Policy Statement (TCPS) introductory tutorial before undertaking REB responsibilities
 - REB members will update training in GCP every 2 years or when required due to regulatory changes. New members are required to complete GCP training within the first year of joining the REB

Initial Training and Education for REO Staff

- The Manager or delegate will provide new REO staff with a general orientation to the REO and an overview of the policies and SOPs pertinent to their role in support of the REB
- Before commencing their official duties, REO staff must read and become familiar with REB SOPs
- All REO staff must complete the most current online TCPS tutorial within the first three months in their position

Continuing Education for REB Members and REO Staff

- Conferences: REB members and REO staff are encouraged to attend conferences pertaining to human participant research protection. REO will provide support 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)
- 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; REB members who have received funding from the REO to attend a workshop or conference may be asked to present the relevant conference/workshop information at the next REB meeting, time permitting. REO staff may be asked to present relevant conference/workshop information to their colleagues at the next team meeting and/or at an REB meeting as appropriate
- Other educational opportunities: The REB Chair and Manager will distribute relevant articles and/or updated guidance documents as appropriate. Research Ethics Board members and REO staff are encouraged to submit relevant articles to the REB Chair, Manager or REO staff for distribution

- The REO will organize an educational event at least once per year for REB members and REO staff

Records of Training and Education

- The Manager will retain copies of REB member CVs on file, along with evidence of the TCPS or equivalent certificate of completion, and any other training and education activities completed
- Similarly, REO Staff attainment of TCPS certification will also be recorded, along with any other pertinent educational and training activities
- REO staff should retain copies of agendas for relevant workshops, seminars and conferences attended as evidence of continuing education
- The REO will maintain a record of all educational materials distributed to Members and/or Staff

Note: US regulations will be applied as applicable.

REFERENCES

1. Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical conduct for Research Involving Humans, 2018: (short name: TCPS 2)
2. TCPS 2: CORE 2022 (Course on Research Ethics)
3. International Conference on Harmonization (ICH) Good Clinical Practice (GCP) Guidelines as adopted by Health Canada
4. US Food and Drug Administration (FDA) Code of Federal Regulations (CFR), Title 21, Parts 56.108, 56.115
5. US Department of Health and Human Services (HHS) CFR Title 45 Part 46.103, 46.108

Forms/Records:

Form #	Form/Record Name
SOP 202	Education and Training of REB members and Research Ethics Office Staff

Revision History:

Revision	Date	Description of changes
0.0	April 1, 2017	Initial Release
1.0	September 8, 2022	Additions to comply with TCPS2-2018
1.1	February 1, 2023	Updated logo
1.2	November 19, 2024	Added note regarding compliance with US regulations where applicable