

Title	1.03 Training and Education
Version	1.0
Effective Date	June 1, 2025

Purpose

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

Scope

This SOP pertains to University-constituted REBs that review human participant research in compliance with applicable policies and guidelines.

Responsibilities

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

Procedure

REB members, OHRE 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.

Training and Education for REB Members:

- The Human Research Ethics Education Specialist and/or Human Ethics Coordinator 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.
- New REB members will receive an orientation before beginning their formal duties. REB members are required to complete the TCPS online tutorial and are expected to participate in the orientation process which may include, but is not limited to:
 - Background on the REB
 - Policies and Procedures
 - Member information
 - Guidance documents
 - Other member-specific information
 - Resource information.
- 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.
- 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 OHRE 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).

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

Training and Education – OHRE Personnel:

- The Director will ensure that all new OHRE personnel are provided with an overall orientation to the REB including a general overview of the policies and procedures and SOPs pertinent to their role in support of the REB.
- New OHRE Personnel are required to complete the TCPS online tutorial, the University's Privacy Training, and are encouraged to complete additional and ongoing relevant education and training in research ethics and in the conduct of research;
- OHRE Personnel are encouraged to attend conferences and educational sessions pertaining to human participant research protection. The REB office will support such activities to the extent possible and as appropriate to the responsibilities of OHRE Personnel. Attendance is based on availability of funding and other practical considerations.
- New or revised policies and SOPs will be discussed and shared with the OHRE Personnel.
- OHRE Personnel are encouraged to engage in self-directed learning to enhance their ability to fulfill their responsibilities.

Documentation:

- The REB Office will retain copies of the CVs of all REB members and REB Office personnel.
- 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.
- OHRE Personnel are encouraged to retain copies of agendas of relevant workshops, seminars and conferences attended.

Revision History

Version	Effective Date	Summary of Changes