

TITLE	103: Training and Education
SCOPE	The Human Research Ethics Board operating under the direct authority of Trinity Western University
RESPONSIBILITIES	The Vice-Provost, Research & Graduate Studies, all Human Research Ethics Board (HREB) members, including the Chair(s) and Coordinator
APPROVAL AUTHORITY	The Vice-Provost, Research & Graduate Studies
EFFECTIVE DATE	November 14, 2019
Supersedes documents dated	N/A

1.0 PURPOSE

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

2.0 DEFINITIONS

See Glossary of Terms.

3.0 PROCEDURE

HREB members, HREB Office Personnel and others charged with the responsibility for reviewing, approving, and overseeing human participant research should be well-versed in the regulations, guidelines, policies, and ethical principles applicable to human participant research. Adequate training and education in these areas is critical for the HREB to fulfill its mandate to protect the rights and welfare of research participants in a consistent manner.

3.1 Training and Education – HREB Members

3.1.1 The HREB Chair or designee will provide new HREB members with a general overview of the policies and procedures pertinent to HREB meeting functions and HREB member expectations, as well as an orientation to the principles and guidelines for research ethics;

3.1.2 New HREB members will receive an orientation before beginning their formal duties. HREB 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 HREB (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., list of training and education references, relevant articles, etc.);
- 3.1.3 As part of their orientation, new HREB members will be offered the opportunity to observe at least one HREB meeting prior to commencing their HREB member duties;
- 3.1.4 HREB members are encouraged to attend conferences and other educational sessions pertaining to human participant research protection, such as the Canadian Association of Human Research Ethics Board (CAREB) annual general meeting and CAREB regional meetings. The HREB office will support such activities to the extent possible and as appropriate to the responsibilities of HREB members and HREB Office Personnel. Conference attendance is based on availability of funding and other practical considerations (e.g., timing, conference location);
- 3.1.5 Ongoing ethics education in areas germane to the HREB members' responsibilities may be provided at HREB meetings;
- 3.1.6 New or revised policies and SOPs will be disseminated to the new HREB members;
- 3.1.7 HREB 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.
- 3.2 Training and Education – HREB Office Personnel
- 3.2.1 The HREB Chair or designee will provide new HREB Office Personnel with an overall orientation to the HREB including a general overview of the policies and procedures pertinent to their role in support of the HREB;
- 3.2.2 New HREB Office Personnel will receive an orientation package. Before commencing their official duties in the HREB office, HREB Office Personnel are expected to read and become familiar with the information;
- 3.2.3 New HREB Office Personnel will receive training on the HREB SOPs and will be expected to be knowledgeable and compliant with the SOPs;
- 3.2.4 New HREB Office Personnel are required to complete the TCPS online tutorial, and are encouraged to complete additional and ongoing relevant education and training in research ethics and in the conduct of research;
- 3.2.5 HREB Office Personnel are encouraged to attend conferences and educational sessions pertaining to human participant research

protection, such as the CAREB annual general meeting and CAREB regional meetings. The HREB office will support such activities to the extent possible and as appropriate to the responsibilities of HREB members and HREB Office Personnel. Conference attendance is based on availability of funding and other practical considerations (e.g., workload, staffing, conference location);

- 3.2.6 New or revised policies and SOPs will be disseminated to the HREB Office Personnel;
- 3.2.7 HREB Office Personnel are encouraged to engage in self-directed learning to enhance their ability to fulfill their responsibilities.
- 3.3 Documentation of Training and Education
 - 3.3.1 The HREB office will retain copies of the CVs of all HREB members and HREB Office Personnel;
 - 3.3.2 HREB members and HREB 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 HREB office;
 - 3.3.3 HREB members and HREB Office Personnel are encouraged to retain copies of agendas of relevant workshops, seminars and conferences attended;
 - 3.3.4 HREB agendas and minutes will record the distribution of any educational materials presented at the HREB meetings.

4.0 REFERENCES

See References.

5.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 103	November 14, 2019	Original version