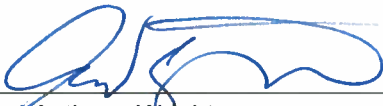
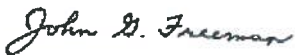



Section 200	GREB Organization
Title:	Training and Education
SOP Code:	206.001
Effective Date:	2016FEB08

Site Approvals

Signature of Responsible Individual:		
Ethics Compliance Advisor		
	Name: Anthony Wright	Date: 2016FEB08
Approval Authority:		
Chair, GREB		
	Name: Dr. John Freeman	Date: 2016FEB08
Approval Authority:		
Director, Research Ethics Compliance		
	Name: Dr. Andrew Winterborn	Date: 2016FEB08

1.0 PURPOSE

This SOP describes the training and education requirements for GREB members and GREB office personnel.

2.0 SCOPE

The scope of this SOP is restricted to the review of the ethical conduct of research involving humans that falls under GREB's oversight. GREB primarily has research ethics oversight over Humanities, Social Sciences, Science, Engineering, and administrative research conducted under the auspice of Queen's University. The scope of GREB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants."

3.0 RESPONSIBILITIES

All GREB members and GREB office personnel are responsible for ensuring that the requirements of this SOP are met.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURES

GREB members, GREB office personnel, and others charged with the responsibility for reviewing, granting ethical clearance, and overseeing human participant research should be well-versed in the regulations, guidelines, policies, and ethical principles applicable to human participant research. The GREB Chair, in collaboration with GREB office personnel, may advise Queen's University on policies and procedures related to the ethical conduct of research involving human participants. Adequate training and education in these areas is critical for GREB to fulfill its mandate to protect the rights and welfare of research participants in a consistent manner.

5.1 Training and Education – GREB Members

- 5.1.1 The GREB Chair or designee will provide new GREB members with a general overview of the policies and procedures pertinent to GREB meeting functions and GREB member expectations, as well as an orientation to the principles and guidelines for research ethics;
- 5.1.2 The GREB Chair or designee will assess educational and training needs of GREB members to identify and address any gaps in knowledge, skills, or competencies required to fulfil their duties;

- 5.1.3 GREB performance feedback will be provided on an ongoing basis by the GREB Chair to the Director of Research Ethics Compliance;
- 5.1.4 New GREB members will receive an orientation before beginning their formal duties;
- 5.1.5 All GREB members will be encouraged to complete the online tutorial on the latest edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS2, 2014) Course on Research Ethics (CORE);
- 5.1.6 GREB members are expected to participate in the orientation process, which may include, but is not limited to:
- Background on GREB (e.g., Terms of Reference, governance structure, process flowchart),
 - Policies and Procedures (e.g., relevant SOPs and associated forms, Letter of Information, Consent Form checklist),
 - Application Form system training by TRAQ team (Tools for Research at Queen's),
 - Member information (e.g., meeting schedule, membership list, information and guidelines for members, reviewers' guide),
 - Regulatory and guidance documents,
 - Other member-specific information (e.g., copy of signed Confidentiality Agreement and Conflict of Interest Disclosure Form, membership Appointment Letter),
 - Resource information (e.g., list of training and education references, relevant articles);
- 5.1.7 As part of their orientation, new GREB members will be offered the opportunity to observe at least one GREB meeting prior to commencing their GREB member duties;
- 5.1.8 GREB members are encouraged to attend conferences and other educational sessions pertaining to human participant research protection, such as the Canadian Association of Research Ethics Board (CAREB) annual general meeting and CAREB regional

meetings. The GREB office will support such activities to the extent possible and as appropriate to the responsibilities of GREB members and GREB office personnel. Conference attendance is based on availability of funding and other practical considerations (e.g., timing, conference location);

- 5.1.9 Ongoing ethics education in areas germane to GREB members' responsibilities may be provided at GREB meetings;
- 5.1.10 All GREB members and any relevant office personnel will be invited to attend the annual Spring Retreat, at which current ethical issues are discussed in depth. The recommendations elicited from these retreats are used to guide the development of GREB policies and procedures;
- 5.1.11 Applicable new or revised guidelines and SOPs will be disseminated to new GREB members;
- 5.1.12 GREB 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 – GREB Office Personnel

- 5.2.1 The GREB Chair or designee in conjunction with the Director of Research Ethics Compliance will provide new GREB office personnel with an overall orientation to GREB including a general overview of the policies and procedures pertinent to their role in support of GREB;
- 5.2.2 The Director of Research Ethics Compliance in conjunction with the GREB Chair will assess educational and training needs of GREB office personnel to identify and address any gaps in knowledge, skills, or competencies required to fulfill their duties;
- 5.2.3 New GREB office personnel will receive an orientation package. Before commencing their official duties in the GREB office, GREB

office personnel are expected to read and become familiar with the information;

- 5.2.4 New GREB office personnel will receive training on GREB SOPs and will be expected to be knowledgeable and compliant with the SOPs;
- 5.2.5 New GREB office personnel are required to complete the online tutorial on the latest edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS2, 2014) Course on Research Ethics (CORE) and are encouraged to complete additional and ongoing relevant education and training in research ethics and the conduct of research;
- 5.2.6 GREB 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 GREB office will support such activities to the extent possible and as appropriate to the responsibilities of GREB members and GREB office personnel. Conference attendance is based on availability of funding and other practical considerations (e.g., workload, staffing, conference location);
- 5.2.7 New or revised guidelines and SOPs will be disseminated to GREB office personnel;
- 5.2.8 GREB 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 GREB members and GREB office personnel are asked to document their training sessions (e.g., relevant workshops, seminars, and conferences) in their curriculum vitae;

5.3.2 GREB agendas and minutes will record the distribution of any educational materials presented at the GREB meetings.

6.0 REFERENCES

See References.

7.0 APPENDICES

None.

8.0 REVISION HISTORY

SOP Title	Version	Updates
Training and Education	v.206.001 2016FEB08	Original: This SOP was developed based on information from the TCPS2 (2014) and Queen's University previous documents or policies (using the format of CAREB/N2).