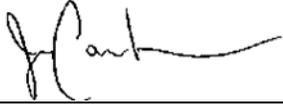


Section 200	GREB Organization
Title:	Training and Education
SOP Code:	206.002
Effective Date:	2020DEC14

Site Approvals

Signature of Responsible Individual:		
Manager, Research Ethics Compliance		Date:
	Name: Jennifer Couture	
Approval Authority:		
Chair, GREB		Date:
	Name: Dr. Dean Tripp	
Approval Authority:		
Director, Research Ethics Compliance		Date:
	Name: Dr. Andrew Winterborn	

1.0 PURPOSE

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

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 TCPS 2 as "research" involving "human participants."

3.0 RESPONSIBILITIES

All GREB members, GREB office personnel and GREB researchers 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 and GREB office personnel 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, in conjunction with GREB office personnel, 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 GREB office personnel as appropriate;
- 5.1.4 New GREB members will receive an orientation before beginning their formal duties;
- 5.1.5 All new GREB members will be required to complete the online tutorial on the latest edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS 2) 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),
 - System training,
 - 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 Manager, Research Ethics Compliance or designee, 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 Manager, Research Ethics Compliance or designee 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* (TCPS 2) 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;
GREB office personnel are encouraged to engage in self-directed learning to enhance their ability to fulfill their responsibilities.

5.3 Training and Education – Researchers

- 5.3.1 All project team members performing significant study-related duties, including those who have access to study data, are required to complete the online tutorial on the latest edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2) Course on Research Ethics (CORE). This policy applies to all faculty, librarians, archivists, post-doctoral fellows, medical residents, graduate and undergraduate students, staff and external applicants;
- 5.3.2 Researchers are also encouraged to complete additional and ongoing relevant education and training in research ethics and the conduct of research;
- 5.3.3 Proof of equivalent ethics training must be attached to the ethics application in TRAQ for all project team members performing significant-study related duties. In some circumstances an exemption may be granted for the completion of ethics training. In these cases the exemption from the Office of Research Ethics Compliance must be attached to the ethics application in TRAQ;
- 5.3.4 The Office of Research Ethics Compliance may take other ethics training certifications in lieu of the CORE tutorial (e.g., Good Clinical Practice, Biomedical Ethics tutorial – CITI); however, this is at the discretion of the Office of Research Ethics Compliance. Proof of equivalent ethics training must be attached to the ethics application in TRAQ.

5.4 Documentation of Training and Education

- 5.4.1 GREB members and GREB office personnel are asked to document their training sessions (e.g., relevant workshops, seminars, and conferences) in their curriculum vitae;

5.4.2 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).
Training and Education	v.206.002 2020DEC14	<ol style="list-style-type: none">1. Section 5.1 Training and Education – Researchers added.2. Documentation of Training and Education was re-numbered to section 5.4 instead of section 5.3.3. Updates made to SOP to reflect the new position of Manager, Research Ethics Compliance.4. Updates made to for new policy to require CORE training for all applicants as of Dec 2, 2019.5. Terminology updates