

**Holland Bloorview Kids Rehabilitation Hospital Research Ethics Board (REB)
Standard Operating Procedures**

	GENERAL ADMINISTRATION		
POLICY: REB-104	TRAINING AND EDUCATION OF REB MEMBERS AND STAFF		
This policy pertains to:	REB staff and members within Holland Bloorview Kids Rehabilitation Hospital		
Responsibility for executing this policy:	Chair, Holland Bloorview REB (or designate)		
Approval authority:	Research, Teaching & Learning Advisory Committee (RTLAC) of the Holland Bloorview Board of Trustees		
Effective date:	September 30, 2014	Supersedes documents dated:	V3: August 2013
Approved:	Chair of the REB Research, Teaching & Learning Advisory Committee		

1. PURPOSE

The purpose of this SOP is to describe training and education for REB members and staff.

REFERENCES

2. POLICY STATEMENT

Training and continuing education of REB staff and members are critical if the REB is to fulfil its mandate to protect the rights and welfare of research participants.

REB members, staff and others charged with the responsibility for reviewing, approving, and overseeing human research must receive training in the regulations, guidelines, ethics and policies applicable to human participant research on hire and as required according to their roles and responsibilities. Such training is fully supported by the management of the REB.

TCPS 2, Article 6.7

Health Canada Food and Drugs Act, Div 5
ICH-GCP 3.2

CAN/CGSB-191.1-2013 – (4.3.2.7)

3. SPECIFIC POLICIES

3.1. Training

3.1.1. Administrative staff and members of the REB who are overseeing research on human participants will receive initial and ongoing training regarding the responsible review and oversight of research and these policies and accompanying procedures.

TCPS 2, Article 6.7

Health Canada Food and Drugs Act, Div 5
ICH-GCP 3.2

3.1.2. The REB Chair, in consultation with the REB Office staff, establishes the educational and training requirements for REB members and staff who review biomedical and behavioural research at this institution

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and who perform related administrative duties. Initial and ongoing training is provided and documented by this institution through the REB Office.

- 3.1.3.** Members of the REB will participate in initial and continuing training in areas relevant to their responsibilities.
- 3.1.4.** The REB Chair and designates will receive additional training in areas relevant to his/her additional responsibilities.
- 3.1.5.** REB Office staff will receive initial and continuing training in the areas relevant to his/her responsibilities.
- 3.1.6.** REB members and staff will attend relevant conferences, workshops, participate in webinars and on-line tutorials, and/or take part in other educational opportunities relevant to REB functions. REB members will provide evidence to support their ongoing education and training. Holland Bloorview will provide the suitable resources required for REB members and staff to meet their obligations for relevant education and training activities in research ethics.
- 3.1.7.** Full 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 6 months of joining the REB.

CAN/CGSB-191.1-2013 –
(4.3.2.7)

3.2. Documentation

Evidence of training and continuing education shall be documented and held in the Holland Bloorview REB Office.

Revision History

V3/August 2013: Changed 'REB Manager' to 'REB office staff' to accommodate growth and job title changes within the REB administrative office. Good Clinical Practices (GCP) training required for full REB members required every 2 years rather than 'at least' every 2 years to accommodate of regulatory training schedules. 'New' full REB members require GCP training within the first year of joining the REB rather than within 6 months of joining to accommodate regulatory training schedules.

V4/July 2014: CAN/CGSB-191.1-2013 references incorporated to reflect compliance. Changed Research Advisory Committee to Research, Teaching & Learning Advisory Committee.