



TITLE	104: Training and Education of REB Members and REB Office Personnel
SCOPE	The activities of the Research Ethics Boards operating under the direct authority of the University of British Columbia
RESPONSIBILITIES	The Chairs of the Research Ethics Boards, the Vice-President, Research & Innovation, the Managers of the Research Ethics Boards and the Director, Office of Research Ethics
APPROVAL AUTHORITY	The Vice-President, Research & Innovation
EFFECTIVE DATE	May 2018
Supersedes documents dated	May 2011, April 2009, July 2003

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to describe training and education requirements for REB members and REB Office Personnel.

2.0 DEFINITIONS

See Glossary of Terms.

3.0 PROCEDURE

REB members, Office Personnel, and others charged with responsibility for reviewing, approving, and overseeing human participant research should receive detailed training in the regulations, guidelines, ethics, and policies applicable to human participant research. Such training is fully supported by the management of the REB.

Adequate training of REB members and REB Office Personnel is critical if the REB is to fulfill its mandate to protect the rights and welfare of research participants.

4.0 SPECIFIC POLICIES

4.1 Training and Education – REB Members

- 4.1.1** 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 the policies and procedures that accompany such activities¹;
- 4.1.2** The REB Managers, in consultation with the Director, Office of Research Ethics and the REB Chairs, establish the educational and training requirements for REB members who review biomedical and behavioural research. Initial and ongoing training for REB members is provided and documented by the REB Managers;
- 4.1.3** The REB Chair will receive additional training in areas germane to his/her additional responsibilities;
- 4.1.4** New REB members will receive an orientation before beginning their formal duties. REB members are required to complete the TCPS2 online tutorial or equivalent, and are expected to participate in the orientation process which may include, but is not limited to:
- Background on the REB (e.g., Terms of Reference, governance structure, annual reports, process flowchart),
 - Policies and Procedures (e.g., relevant SOPs and associated forms, consent form template, reviewer 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.);
- 4.1.5** 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;
- 4.1.6** Ongoing ethics education in areas germane to the REB members' responsibilities may be provided at REB meetings;
- 4.1.7** New or revised policies and SOPs will be disseminated to the REB members;

- 4.1.8** REB members will be encouraged to attend workshops and other educational opportunities focused on REB functions. UBC and/or the relevant health authority or research institute will support such activities to the extent possible and as appropriate to the responsibilities of REB members. Conference attendance is based on availability of funding and other practical considerations (e.g. timing, conference location);
- 4.1.9** 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.

4.2 Training and Education – REB Office Personnel

- 4.2.1** REB Office Personnel who are overseeing research on human participants will receive initial and ongoing training regarding the responsible review and oversight of research and the policies and procedures that accompany such activities²;
- 4.2.2** The REB Managers, in consultation with the Director, Office of Research Ethics, establish the educational and training requirements for REB Office Personnel and others who perform related administrative duties. Initial and ongoing training for REB Office Personnel is provided and documented by the REB Managers;
- 4.2.3** New REB Office Personnel will receive an orientation package. Before commencing their official duties in the REB office, REB Office Personnel are expected to read and become familiar with the information;
- 4.2.4** New REB Office Personnel are required to complete the TCPS online tutorial or equivalent, and are encouraged to complete additional ongoing relevant education and training in research ethics and in the conduct of research;
- 4.2.5** REB Office Personnel will receive initial and continuing training in the areas germane to their responsibilities;
- 4.2.6** New or revised policies and SOPs will be disseminated to the REB Office Personnel;
- 4.2.7** REB Office Personnel will be encouraged to attend workshops and other educational opportunities focused on REB functions. UBC and/or the relevant health authority or research institute will support such activities to the extent possible and as appropriate to the responsibilities of REB Office Personnel. Conference attendance is based on availability of funding and other practical considerations (e.g. workload, staffing, conference location);

4.2.8 REB Office Personnel 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.

4.3. Documentation of Training and Education

4.3.1 The REB offices will retain copies of the CVs of all REB members and REB Office Personnel;

4.3.2 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 offices;

4.3.3 REB members and REB Office Personnel are encouraged to retain copies of agendas of relevant workshops, seminars and conferences attended;

4.3.4 REB agendas and minutes will record the distribution of any educational materials presented at the REB meetings.

5.0 REFERENCES

1. *The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, Article 6.7:
<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter6-chapitre6/#toc06-1a>

2. *The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, Article 6.2:
<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter6-chapitre6/#toc06-1a>