

Procedures: Human Research Ethics**SOP 103 Training and Education**

Associated Policy	Human Research Ethics Policy AR-03
Procedure Holder	Associate Vice President Research
Executive Lead	Research Services
Approval Authority	President
Original Date	Replaces AR-03 procedures (May 2009, Oct. 2014)
Effective Date	July 2022

1.0 PURPOSE

This standard operating procedure (SOP) describes the training and education requirements for Yukon Universities (YukonU) Research Ethics Board (REB) members and REB Office Personnel.

2.0 SCOPE

This SOP pertains to Yukon University REB that reviews human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

The Associate Vice-President Research, REB Co-Chairs and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

REB members, Research Ethics 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. This training is fully supported by the management of the REB. Adequate training and education in these areas is critical for the REB to fulfill its mandate to protect the rights and welfare of research participants in a consistent manner.

5.1 Training and Education – REB Members

- 5.1.1** Members of the REB who oversee 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 activities.
- 5.1.2** The Associate Vice President Research (AVPR), in consultation with the Research Ethics Office and the REB Co-Chairs, establish the educational and training requirements for REB members who review human participant research. Initial and ongoing training for REB members is provided and documented by the Research Ethics Coordinator;
- 5.1.3** The REB Co-Chairs will receive additional training in areas relevant to their responsibilities;
- 5.1.4** The REB Coordinator with the Co-Chairs will provide new REB members with a general overview of the policies and procedures pertinent to REB meeting functions and REB member expectations, as well as an orientation to the principles and guidelines for research ethics;
- 5.1.5** New REB members will receive an orientation before beginning their formal duties. REB 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 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, 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.);
- 5.1.6** 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;
- 5.1.7** REB 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. These may be in person or virtual. The REB office will support such activities to the extent possible and as appropriate to the responsibilities of REB members. Attendance is based on availability of funding and other practical considerations (e.g., timing,

conference location);

5.1.8 Ongoing ethics education in areas germane to the REB members' responsibilities may be provided at REB meetings or as special meetings;

5.1.9 New or revised policies and SOPs will be disseminated to the new REB members;

5.1.10 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.

5.2 Training and Education – REB Office Personnel

5.2.1 The REB Coordinator, in consultation with the AVPR and REB Co-Chairs, establish 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 AVPR.

5.2.2 The REB Co-Chairs or designee will provide new REB Office Personnel with an overall orientation to the REB including a general overview of the policies and procedures pertinent to their role in support of the REB;

5.2.3 REB Office Personnel who are overseeing research on human participants will receive ongoing training regarding the responsible overview and oversight of research ethics and the policies and procedures pertinent to their role in support of the REB;

5.2.4 New REB Office Personnel will receive an orientation package and training regarding the responsible overview of research and the policies and procedures that accompany such activities. Before commencing their official duties in the REB office, REB Office Personnel are expected to read and become familiar with the information;

5.2.5 New REB Office Personnel will receive training on the REB SOPs and will be expected to be knowledgeable and compliant with the SOPs;

5.2.6 New REB 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;

5.2.7 REB Office Personnel are encouraged to participate in local, regional and national educational opportunities pertaining to human participant research protection, such as the CAREB annual general meeting and CAREB regional meetings. These may be in person or virtually. The REB office will support such activities to the extent possible and as appropriate to the responsibilities of REB Office Personnel. Attendance is based on availability of funding and other practical considerations (e.g., workload, staffing,

conference location);

5.2.8 New or revised policies and SOPs will be disseminated to the REB Office Personnel;

5.2.9 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.

5.3 Documentation of Training and Education

5.3.1 The REB office will retain copies of the CVs of all REB members and REB Office Personnel;

5.3.2 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 office;

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

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

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP103	July 2022	YukonU version adapted from N2/CAREB SOP103.003 (October 8, 2019) and CAREB SOP101.001 (January 2021)