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| TITLE | 103: Training and Education of HREB Members and REO Personnel |
| SCOPE | The activities of the Health Research Ethics Board (HREB) operating under the direct authority of the Health Research Ethics Authority (HREA) |
| APPROVAL AUTHORITY | Ethics Director |
| EFFECTIVE DATE | April 2021 |

1.0 PURPOSE

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

2.0 DEFINITIONS

See Glossary of Terms.

3.0 RESPONSIBILITIES

HREB members and REO Personnel are responsible for ensuring that the requirements of this SOP are met.

4.0 PROCEDURE

HREB members, REO Personnel, and others charged with responsibility for reviewing, approving, and overseeing human participant research shall be provided detailed training and education and shall be well-versed in the in the regulations, guidelines, ethical principles, and policies applicable to human participant research. This is critical for the HREB to fulfill its mandate to protect the rights and welfare of research participants in a consistent manner.

4.1 Training and Education – HREB Members

- 4.1.1** Members of the HREB 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 activities.
- 4.1.2** The Ethics Officers, in consultation with the Ethics Director and the HREB Chairperson, will establish the educational and training requirements for HREB members. Initial and ongoing training for HREB members will be provided and documented by the Ethics Officers.

4.1.3 New HREB members will be provided with a general overview of the policies and procedures pertinent to HREB meeting functions and HREB member expectations, as well as an orientation to the principles and guidelines for research ethics. HREB members are required to complete the TCPS2 online tutorial and are expected to participate in the orientation process, which may include, but is not limited to:

- Memorial Researcher Portal training including, but limited to, how to review applications and events, as well as how to submit comments, in the Portal;
- background on the HREB (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, 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); and
- resource information (e.g., list of training and education references, relevant articles).

4.1.4 As part of their orientation, new HREB members will be offered the opportunity to observe at least one HREB meeting prior to commencing their HREB member duties.

4.1.5 Ongoing ethics education in areas germane to the HREB members' responsibilities may be provided at HREB meetings.

4.1.6 New or revised policies and SOPs will be disseminated to the HREB members.

4.1.7 HREB members will be encouraged to attend workshops and other educational opportunities focused on HREB functions. The REO will support such activities to the extent possible and as appropriate to the responsibilities of HREB members. Conference attendance is based on availability of funding and other practical considerations (e.g. timing, conference location).

4.1.8 HREB 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 – REO Personnel

4.2.1 The Ethics Director or designee will provide new REO Personnel with an orientation to the HREA/HREB including a general overview of the policies and procedures pertinent to their role in support of the HREA/HREB.

4.2.2 New REO Personnel will receive an orientation package. Before commencing their official

duties, REO Personnel will read and become familiar with the information.

- 4.2.3** New REO Personnel will receive training on the HREB SOPs and are expected to be knowledgeable and compliant with the SOPs. New or revised policies and SOPs will be disseminated to the REO Personnel.
- 4.2.4** New REO Personnel are required to complete the TCPS online tutorial and are encouraged to complete additional ongoing relevant education and training in research ethics and in the conduct of research.
- 4.2.5** REO Personnel are encouraged to attend conferences and educational sessions pertaining to human participant research protection and HREB functions, such as the CAREB-ACCER annual conference. The HREA will support such activities to the extent possible and as appropriate to the responsibilities of REO Personnel. Conference attendance is based on availability of funding and other practical considerations (e.g., workload, staffing, and conference location) and in keeping with HREA policy.
- 4.2.6** REO 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 REO will retain copies of the CVs of all HREB members and REO Personnel.
- 4.3.2** HREB members and REO Personnel will record their relevant training and education and provide copies of their certificates of completion to the REO upon request. REO Personnel will record their training and education in the training records, which will be kept on file in the REO. Attendance records for group training and education sessions organized by the HREB or REO will be maintained by the REO Personnel.
- 4.3.3** HREB members and REO Personnel are encouraged to retain copies of agendas of relevant workshops, seminars and conferences attended.
- 4.3.4** HREB agendas and minutes will record the distribution of any educational materials presented at the HREB meetings.

5.0 REFERENCES

The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, Article 6.2:
[tcps2-2018-en-interactive-final.pdf \(ethics.gc.ca\)](#)

The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, Article 6.7:
[tcps2-2018-en-interactive-final.pdf \(ethics.gc.ca\)](#)