

Research Ethics Office, Research Ethics Boards Standard Operating Procedures
University of Saskatchewan

Section 100:	GENERAL ADMINISTRATION		
Standard Operating Procedure (SOP):	104 TRAINING AND EDUCATION OF RESEARCH ETHICS BOARD (REB) MEMBERS AND STAFF		
This SOP pertains to:	REB Members and Research Ethics Office Staff		
Responsibility for executing this SOP:	The Vice-President Research, the Director, Research Ethics and the Chairs of the U of S Research Ethics Boards.		
Approval Authority	The Vice-President Research		
Effective Date:	July 1, 2012	Superseded documents dated:	

<p>1. PURPOSE This SOP describes training and education for REB members and staff.</p>	
<p>2. POLICY Training of REB members and staff is critical for the REB is to fulfill its mandate to protect the rights and welfare of research participants.</p> <p>REB members, staff, 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 participants research. Such training is fully supported by the Office of the Vice-President Research.</p>	
<p>3. SPECIFIC PROCEDURES</p> <p>3.1 Training</p> <p>3.1.1 Research Ethics Office (REO) 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 the policies and procedures that accompany such activities.</p> <p>3.1.2 The Director, Research Ethics, in consultation with the REB Chairs and REO Staff establishes the educational and training requirements for REB members who review biomedical and behavioral research and for Research Ethics Office staff.</p> <p>3.1.3 Members of the REB will participate in initial and continuing training in areas germane to their responsibilities.</p> <p>3.1.4 The REB Chair will receive additional training in areas germane to his/her additional responsibilities.</p> <p>3.1.5 REB staff will receive initial and continuing training in the areas germane to their responsibilities.</p> <p>3.1.6 REB members and staff will be encouraged to attend workshops and other educational opportunities focused on REB functions. The U of S will support such activities to the extent possible and as appropriate to the responsibility of members and staff.</p>	<p>New member orientation packages</p>

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<p>3.2 Documentation Training and continuing education shall be documented and added to the records of the REBs.</p>	
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