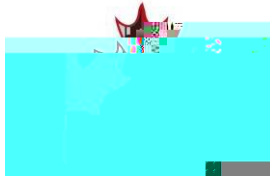


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5.0 PROCEDURE

REB members, REB 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. 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

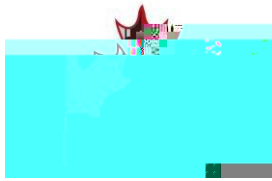
5.1.1 The REB Chair or designee will provide new REB members with a general overview of the policies and procedures pertinent to REB meeting functions and REB member expectations, as well as an orientation to the principles and guidelines for research ethics;

5.1.2 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:

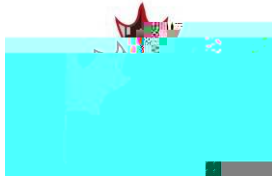
- Background on the REB (e.g., Terms of Reference, governance structure, annual reports, process flowchart),
- Policies and Procedures (e.g., relevant SOPs and associated forms, consent form template, consent form checklist),
- Member information (e.g., meeting schedule, membership list, information 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.);

5.1.3 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;

5.1.4 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. The REB office 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

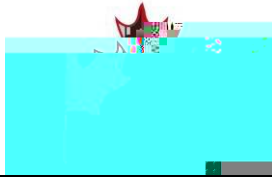


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- 5.3.1 All project team members performing significant study-related duties, including those who have access to study data, are required to complete the online tutorial on the latest edition of the Tri-



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SOP Code	Effective Date	Summary of Changes
SOP103.001	15-Sept-2014	Original version
SOP103.002	08-Mar-2016	