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| SOP Title | 100: REB Administration |
| Number.Version | REB SOP 105 Training and Education of REB Members and Staff |
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| Approved By | REB |
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1.0 PURPOSE

This SOP describes training and education for REB members and staff.

2.0 GENERAL POLICY STATEMENT

Training of REB members and staff is critical if the REB is to fulfill its mandate to protect the rights and welfare of research participants. REB members, staff, and others charged with responsibility for reviewing, approving, and overseeing human subject research shall receive detailed training in the regulations, guidelines, ethics, and policies applicable to human participants' research.

3.0 SPECIFIC PROCEDURES

3.1. Training

3.1.1 The REB Chair and Vice-Chair, in consultation with the Research Ethics Coordinator, shall establish the educational and training requirements for REB members who review human research.

3.1.2 Members of the REB will participate in initial and continuing training in areas germane to their responsibilities.

3.1.4 The REB Chair and Vice-Chair will receive additional training in areas germane to his/her additional responsibilities.

3.1.5 REB staff will receive initial and continuing training in the areas germane to their responsibilities.

3.1.6. REB members and staff will be encouraged to attend workshops and other educational opportunities focused on REB functions. UOIT will support such activities to the extent possible and as appropriate to the responsibilities of members and staff. New REB members will be expected to complete successfully the most recent TCPS tutorial within one month of their appointment.

4.0 DOCUMENTATION

Training and continuing education shall be documented and added to the records of the REB within the Research Ethics Office.