

**RA0300 – TRAINING AND EDUCATION**

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka’pamux, Secwépemc, St’át’imc, Syilx, and Tšilhqot’in Nations, where we live, learn, collaborate and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

**1.0 PURPOSE**

To describe the orientation, training and education for Interior Health (IH) Research Ethics Board (REB) members and staff.

**2.0 DEFINITIONS**

**3.0 POLICY**

- 3.1 REB members and staff charged with responsibility for reviewing, approving, and overseeing human participant research will receive detailed training in the regulations, guidelines, policies and ethical principles applicable to human participant research. Adequate training and education is required to ensure the REB can fulfill its mandate to protect the rights and welfare of research participants in a consistent manner.
- 3.2 IH will support education and training activities to the extent possible and as appropriate to the responsibilities of REB members and staff.
- 3.3 REB members are required to complete the TCPS2 Course on Research Ethics (CORE) online tutorial prior to being formally appointed to the board by the IH President & Chief Executive Officer (CEO). REB staff are required to complete the TCPS2 CORE online tutorial within one month of commencing their position.
- 3.4 New REB members and staff will receive an orientation before beginning their formal duties which may include but is not limited to:

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Policy Steward: Chief Nursing and Allied Health Officer & Professional Practice Leader		
Date Approved: November 17, 2014	Date(s) Reviewed-r/Revised-R: January 2019 (r); January 2022 (r); July 2023 (R)	
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- 3.4.1 Background on the REB including IH Board of Directors policy on Research Ethics, REB Terms of Reference, governance structure, annual reports;
- 3.4.2 IH policies and Standard Operating Procedures (SOP) for research and research ethics
- 3.4.3 Other applicable IH policies;
- 3.4.4 Member information including meeting schedule, membership list, roles and responsibilities, terms of appointment, and appointment letters;
- 3.4.5 Regulatory and guidance documents;
- 3.4.6 Resource information including education and training opportunities;
- 3.4.7 Opportunity to observe at least one REB meeting prior to commencing their REB member duties.
- 3.5 New or revised policies and procedures will be disseminated to all REB members and staff.
- 3.6 REB members and staff are encouraged to engage in self-directed learning to enhance their ability to fulfill their responsibilities.
- 3.7 REB members will receive ongoing training and support as required, including being mentored by an experienced REB member to review new studies.

**4.0 PROCEDURES**

- 4.1 Research Ethics Board Coordinator
  - 4.1.1 Participate in initial and continuing training in areas relevant to job responsibilities.
  - 4.1.2 Conduct orientation for all new members of the REB.
  - 4.1.3 In consultation with the Chair, determine the training and education requirements for REB members pertaining to review of research.
  - 4.1.4 In consultation with the Chair and with the Chief Nursing and Allied Health Officer & Professional Practice Leader (CNO), determine the

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training and education requirements for REB staff and others who perform related administrative duties.

4.1.5 Document initial and ongoing training and education of REB members in their REB member files.

4.1.6 REB staff will be encouraged to attend workshops, conferences and other educational opportunities focused on the ethical review of research.

4.2 REB members

4.2.1 Participate in initial and continuing training in areas relevant to their responsibilities.

4.2.2 Record relevant training and education and provide copies of certificates of completion to the REB Coordinator.

4.2.3 Attend workshops, conferences and other educational opportunities focused on research ethics pertaining to human participant research protection.

4.3 REB Chair

4.3.1 Participates in additional training in areas relevant to his/her responsibilities.

4.3.2 In consultation with the REB Coordinator, establishes the education and training requirements for REB members who review research.

4.3.3 In consultation with the CNO and the REB Coordinator, establishes the education and training requirements for REB staff and others who perform related administrative duties.

4.3.4 Ensures REB members and staff are informed of new or revised policies and regulations related to REB functions.

**5.0 REFERENCES**

1. Canadian Association of Research Ethics Boards and N2 Network of Networks. (2023). Standard Operating Procedure 103.003: *Training and Education*.
2. Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research

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Council of Canada, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, December 2022.

- 3. Interior Health (2023). *Research Ethics Board, Terms of Reference*.
- 4. UBC Office of Research Ethics. (2022). Standard Operating Procedure 104: *Training and Education of REB Members and REB Office Personnel*.

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