

Section 200	GREB Organization
Title :	Training and Education
SOP Code:	206.002
Effective Date:	2020DEC14

### Site Approvals

Signature of Responsible Individual:		
Manager, Research Ethics Compliance		Date:
	Name: Jennifer Couture	
Approval Authority:		
Chair, GREB		Date:
	Name: Dr. Dean Tripp	
Approval Authority:		
Director, Research Ethics Compliance		Date:
	Name: Dr. Andrew Winterborn	

## 2.0 SCOPE

The scope of this SOP is restricted to the review of the ethical conduct of research involving humans that falls under GREB’s oversight. GREB primarily has research ethics oversight over Humanities, Social Sciences, Science, Engineering, and administrative research conducted under the auspice of Queen’s University. The scope of GREB’s oversight is limited to those activities defined in the TCPS 2 as “research” involving “human participants.”

## 4.0 DEFINITIONS

See Glossary of Terms.

## 5.0 PROCEDURES

GREB members, GREB office personnel, and others charged with the responsibility for reviewing, granting ethical clearance, and overseeing human participant research should be well-versed in the regulations, guidelines, policies, and ethical principles applicable to human participant research. The GREB Chair, in collaboration with GREB office personnel, may advise Queen's University on policies and procedures related to the ethical conduct of research involving human participants. Adequate training and education in these areas is critical for GREB to fulfill its mandate to protect the rights and welfare of research participants in a consistent manner.

### 5.1 Training and Education – GREB Members

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

5.1.2 The GREB Chair or designee, in conjunction with GREB office personnel, will assess educational and training needs of GREB members to identify and address any gaps in knowledge, skills, or competencies required.

- Resource information (e.g., list of training and education references, relevant articles);
- 5.1.7 As part of their orientation, new GREB members will be offered the opportunity to observe at least one GREB meeting prior to commencing their GREB member duties;
  - 5.1.8 GREB 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 GREB office will support such activities to the extent possible and as appropriate to the responsibilities of GREB members and GREB office personnel. Conference attendance is based on availability of funding and other practical considerations (e.g., timing, conference location);
  - 5.1.9 Ongoing ethics education in areas germane to GREB members' responsibilities may be provided at GREB meetings;
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on Research Ethics (CORE) and are encouraged to complete additional and ongoing relevant education and training in research ethics and the conduct of research;

- 5.2.6 GREB office personnel are encouraged to attend conferences and educational sessions pertaining to human participant research

5.4.2 GREB agendas and minutes will record the distribution of any educational materials presented at the GREB meetings.

## 6.0 REFERENCES

See References.

## 7.0 APPENDICES

None.

## 8.0 REVISION HISTORY

SOP Title	Version	Updates
Training and Education	v.206.001 2016FEB08	Original: This SOP was developed based on information from the TCPS2 (2014) and Queen's University previous documents or policies (using the format of CAREB/N2).
Training and Education	v.206.002 2020DEC14	<ol style="list-style-type: none"><li>1. Section 5.1 Training and Education – Researchers added.</li><li>2. Documentation of Training and Education was re-numbered to section 5.4 instead of section 5.3.</li><li>3. Updates made to SOP to reflect the new position of Manager, Research Ethics Compliance.</li><li>4. Updates made to for new policy to require CORE training for all applicants as of Dec 2, 2019.</li><li>5. Terminology updates</li></ol>