Standard Operating Procedure

Title:	**Education, Training and Experience**		
SOP Reference Number:	QUB-RGEI-009	Version Number:	FINAL v1.0
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	Name and Position	**Signature**	**Date**
Author:	Research Governance, Ethics and Integrity Team	-----------------------------	------------------
Reviewed and Approved by:	Chair, Research Governance, Ethics and Integrity Committee	-----------------------------	------------------

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Revision Log

Previous Version number	Date of Review/Modification	Reason for Review/Modification	New Version Number

1. **Purpose**

   This Standard Operating Procedure (SOP) describes the documentation that should be maintained in respect of researchers' education, training and experience.

2. **Procedure**

   The following documentation constitutes a training records and should be maintained either in hardcopy or electronically:

   - **Current Curriculum Vitae (CV)**
     A dated CV that demonstrates an individual's is qualified by education, experience and training to conduct the research. This should be reviewed on at a minimum every 3 years and updated as necessary. The Health Research Authority's CV template is available here: https://www.hra.nhs.uk/planning-and-improving-research/best-practice/investigators-cv/

   - **Training Records**
     Individual members of the research team should keep copies of any certifications of training undertaken (eg HTA training). This should include study and/or role specific training. Where certification is not available/provided a training log (see example in Appendix 1) should be used to capture training. This should include:

     i. Title of training programme
     ii. Date of training
     iii. Duration
     iv. Location
     v. Name of Trainer

     A copy of the current job descriptions must also be retained. This, in conjunction with the University's Personal Development Review process, should be used to review training undertaken and possible future training needs.

   - **Good Clinical Practice**
     Researchers working in Health and Social Care will be asked to provide evidence that Good Clinical Practice training has been undertaken as part of Trust governance approval processes. GCP training should be renewed every 3 years.
     Research Governance (researchgovernance@qub.ac.uk) should be contacted regarding instructions on how to access to GCP training online.

   - **SOP Specific Training**
     All staff are required to read, familiarise and understand the SOPs relevant for their role within the study, this should also be documented in the training record or SOP sign-off sheet (see example in Appendix 2).

   - **Study Specific Training**
     All staff will ensure they receive training relevant to their role within the study protocol, and other study related documents. Again, staff need to ensure the training provided is at a level they understand and to question areas of doubt. Study specific training must be maintained, as necessary.

   - **Human Tissue Act Training**
     Researchers working with human tissue must attend Human Tissue Act training and this training should be renewed every 3 years. Training is delivered by the Research

Governance Team and details on the training sessions are available here: https://www.qub.ac.uk/Research/Governance-ethics-and-integrity/Human-tissue/

- **General Data Protection Regulation**
  An online course to provide awareness and understanding of the General Data Protection Regulation (GDPR) and it's implications is available on Queen's Online.

- **Good Research Practice**
  The Epigeum Good Research Practices online training programme can be accessed on Queen's Online https://home.qol.qub.ac.uk/. Modules covered in this training include:
  - i. Good Research Conduct ,
  - ii. Irresponsible Research Practices
  - iii. Planning Your Research
  - iv. Managing and Recording Your Research
  - v. Data Selection, Analysis and Presentation
  - vi. Scholarly Publication
  - vii. Professional Responsibilities
  - viii. Communication, Social Responsibility and Impact
  - ix. Conflicts of Interest
  - x. Responsible Conduct of Research with Human Participants*
  - xi. The Care and Use of Animals in Research*
  - xii. Intellectual Property
  - xiii. Export Control*

- **Other**
  Staff Learning and Development run a number of courses which are relevant to researchers and details of these can be found here: https://www.qub.ac.uk/sites/stdp/

  The Graduate School have training and events available for postgraduate students details of which can be found here: https://www.qub.ac.uk/graduate-school/events/

3. **References**

Health Research Authority CV template https://www.hra.nhs.uk/planning-and-improving-research/best-practice/investigators-cv/ (last accessed September 2021)

QUB Human Tissue Act Training https://www.qub.ac.uk/Research/Governance-ethics-and-integrity/Human-tissue/ (last accessed September 2021)

QUB Staff Learning and Development https://www.qub.ac.uk/sites/stdp/ (last accessed September 2021)

QUB Graduate School Training and Events https://www.qub.ac.uk/graduate-school/events/ (last accessed September 2021)

Training Log

Name	
Job Title	

Title of Training	Date of Training	Training Provider	Duration	Topics covered

SOP sign-off sheet

Name	
Job Title	

SOP Ref/Version No.	SOP Title	Signature Staff	Date