



## **IRB SOP 106**

### **Training and Education**

#### **Purpose**

Training of Institutional Review Board (IRB) staff and members is essential for the IRB to fulfill its mandate to protect the rights and welfare of research participants consistently throughout the University of South Alabama research community. In addition, it is the responsibility of the IRB chair, Office of Research Compliance and administrative staff for educating the members of its research community in order to establish and maintain a culture of compliance with regulations and institutional policies relevant to human subject protections.

#### **Policy**

IRB members and IRB Chairs are expected to attend new member orientation and ongoing educational outreach training. Training materials are accessible via a secured University Google Drive account. When appropriate, education pertaining to existing or new IRB policies and procedures will be presented at a convened meeting. The Office of Research Compliance and Assurance in conjunction with the IRB establishes the educational and training requirements. IRB staff and members will receive initial and ongoing training regarding the responsible review and oversight of research and all policies and accompanying procedures.

All individuals engaged in human subjects research at USA must complete adequate training before becoming involved in either a new or existing study. This applies to any personnel responsible for study management, data collection or analysis, the consenting process, transcription, participant recruitment, study visits, etc.

#### **Procedures**

##### **1. IRB Staff Training**

IRB staff will complete training in the protection of human research participants. IRB staff may complete any of the training options offered for researchers that are approved by the USA IRB.

IRB staff will receive initial and ongoing training in the areas germane to their responsibilities, including all Standard Operating Policies and Procedures (SOPs).

IRB staff will be encouraged to attend workshops and other educational opportunities focused on IRB functions and human subject research.

## **2. IRB Member Training**

IRB members will complete training in the protection of human research participants. IRB members may complete any of the training options offered for researchers that are approved by the USA IRB.

IRB members will participate in initial and ongoing training in areas germane to their responsibilities.

IRB members will be encouraged to attend workshops and other educational opportunities focused on IRB functions and human subject research. The University of South Alabama will support such activities to the extent possible and as appropriate for member responsibilities.

## **3. Investigator and Study Personnel Training**

All USA Investigators and key research personnel must complete training as required by the USA IRB. The training curriculum is defined according to role(s) carried out in the conduct of the research. Education and training requirements are posted on the [USA Human Subjects Training website](#).

Investigators and key study personnel must provide a certification of completion to the USA IRB as part of review and approval process. Training documentation is uploaded in IRBNet online management system within the user profile.

The Office of the Research Compliance and Assurance offers several continuing education and training opportunities, to include undergraduate and graduate classroom lectures designed to support, develop, and maintain a standardized body of knowledge, best practice and facilitating the IRB submission process for all research personnel.

## **HISTORY**

Effective Date: October 2018

Revisions: