

## Women's College Hospital Research Ethics Board SOP Addendum

The WCH REB has adopted the N2/CAREB REB SOPs. This SOP addendum is to be used in tandem with the N2/CAREB SOP to address any WCH specific process differences.

### SOP 103.004 Training and Education

| SOP Section  | Addendum  |
|--|---|
| 5.3 Documentation of Training and Education  |   |
| 5.3.1 The REB Office will retain copies of the CVs of all REB members and REB Office Personnel;  | <p>REB Office Personnel:<br/>CVs are received by Human Resources and the hiring manager and kept on file at the time of hiring.</p> <p>Copies of current CVs of REO personnel are maintained by the REO personnel and will be made available to the REO upon request.</p> |
| 5.3.2 REB members and REB Office Personnel will record their relevant training and education and provide copies of their certificate of completion. Training records will be kept on file in the REB Office; | A copy of the TCPS2 certificate will be kept on file in the REO, all other training certificates of completion and other relevant training will be maintained by each REB member/REO Personnel and will be made available to the REO upon request.                        |

| Revision History  |                                      |
|---|--------------------------------------|
| Effective Date  | Summary of Change                    |
| December 7, 2022  | Original version                     |
| April 17, 2024  | Revised to update SOP version number |
| This N2/CAREB SOP Addendum has been reviewed and approved for use by:                 |                                      |
| <p>Alison Williams, PhD<br/>Chair, Women's College Hospital Research Ethics Board</p> |                                      |