Title: Training and Competence

Effective Date: 6-5-21
Review Date: 6-5-24

Author: Richard Cowie, QA Manager
QA Approval: Richard Cowie, QA Manager

Approver: Dr Nimesh Mody, Technical Manager
Approver: Prof Paul Fowler, IMS Director

Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Description of update</th>
<th>Date Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New SOP</td>
<td>6-5-21</td>
</tr>
</tbody>
</table>

1. Scope

1.1 This SOP applies to all staff delegated a task included in the scope of accreditation; who must be able to demonstrate their competence by way of an up-to-date training record.

1.2 Staff shall be appropriately qualified by education, training and experience to carry out their respective tasks.

2. Responsibilities

All staff involved in testing within the scope of accreditation

Line Managers

Maintain an up-to-date training record.

Supervision and oversight of staff who are delegated tasks.

Quality Assurance Manager (QAM)

Audit of staff training records.

3. Procedure

3.1  All staff shall keep their training records in hard copy, or electronically, in a secure but accessible area.

3.2  A training record shall contain, as a minimum, the following documents:

- Current CV; this shall specify the current position, experience and other appropriate evidence of suitability regarding the post. The CV should be reviewed annually and updated if required. A template, if required, is available (TMP-QA-22) on the Clinical Research Governance & Quality Assurance Website. [www.abdn.ac.uk/clinicalresearchgovernance](http://www.abdn.ac.uk/clinicalresearchgovernance)
- Current job description (an organisational chart may support this).
- Certificates/evidence for all relevant training attended.
- Training log; a template, if required, is available (TMP-QA-1).
- Training on Quality Assurance and on the use and management of study specific equipment (e.g. centrifuges, analysers etc) shall also be recorded in the training log. An SOP sign-off sheet is available, if required (TMP-QA-40).

Uncontrolled when printed. Please ensure that you are working on the most up to date version of this SOP.

Key to symbols

ℹ️ = Important point to note
⚠️ = Warning
- Training undertaken in a previous post may be included if appropriate to the current role.

3.3 The Training Log is an ongoing, cumulative list of all internal and external training. Information should cover formal training courses, attendance at conferences, seminars, relevant meetings and ‘on-the-job’ training/shadowing. All training which is not supported by a certificate should also be recorded on this form. A counter-signature against the training entry may be relevant for on-the-job training or work shadowing.

3.4 If a certificate does not detail the content of the training course/conference, retain copies of handouts or an agenda from the course/conference within the training record; to enable auditors to verify the topics covered by the training course/conference.

3.5 Training records should be taken with an individual on leaving their current role, but copies of the essential training documents (e.g., CV, job description, training certificate etc) shall be retained with the supervisor or QAM.

4. Abbreviations and definitions

CV          Curriculum Vitae (Resume)
QAM         Quality Assurance Manager

5. Related documentation and references

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMP-QA-1</td>
<td>Training log template</td>
</tr>
<tr>
<td>TMP-QA-22</td>
<td>CV template</td>
</tr>
<tr>
<td>TMP-QA-40</td>
<td>SOP sign-off sheet</td>
</tr>
</tbody>
</table>