Title: Training record

Effective Date: 1-6-18
Review Date: 1-6-21
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1. Scope

1.1 This SOP applies to all staff delegated a study task in research projects in UoA and/or NHSG; 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 in accordance with the UK Policy Framework for Health & Social Care Research.

1.3 This SOP may also be used by staff from other NHS areas, or organisations, with prior agreement.

2. Responsibilities

UoA/NHSG researchers: Ensure they maintain an up-to-date training record.
CI/PI/Line Managers: Supervision and oversight of staff who are delegated study tasks.
QAM/Research Monitors: Audit and monitoring of research team training records.

3. Procedure

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

3.2 NHSG staff (excluding medical doctors) may use the NHS Education Scotland (NES) TURAS Appraisal system to supplement their training record.

3.3 Medical doctors may use their equivalent online systems eg Scottish On-Line Appraisal Resource (SOAR) as their training record.

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

- Current CV; this should specify the current position, experience and other appropriate evidence of suitability regarding the research. 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 (including Good Clinical Practice (GCP)).
- Training log; a template, if required, is available (TMP-QA-1).
- Training on Standard Operating Procedures (SOPs) or on the use and management of study specific equipment (eg centrifuges, analysers etc) should also be recorded in the training log. A SOP sign-off sheet is available for SOP training (TMP-QA-40) or the Quality Management System Matrix (TMP-QA-44) may be used for this purpose.
- Training undertaken in a previous post may be included if appropriate to the current role.

3.5 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.

3.6 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/inspectors to verify the topics covered by the training course/conference.

3.7 Training undertaken in a previous position may be included in the training records if appropriate to the current post.

3.8 Training records should be taken with an individual on leaving their current role, but copies of the essential training documents (eg CV, GCP training certificate etc) should be retained in the Trial Master File (TMF).

4. Abbreviations and definitions

CV         Curriculum Vitae (Resume)
MHRA      Medicine and Healthcare products Regulatory Agency
SOAR      Scottish On-line Appraisal Resource
TURAS     NHS Education Scotland digital platform for Health & Social Care professionals

5. Related documentation and references

SOP-QA-34    GCP training
TMP-QA-1     Training log template
TMP-QA-22    CV template
TMP-QA-40    SOP sign-off sheet
TMP-QA-44    Quality Management System matrix

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