

Title: Training record

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Author: Richard Cowie, QA Manager

QA Approval: Richard Cowie, QA Manager

Approver: Prof Maggie Cruickshank, R&D Director

Approver: Prof Siladitya Bhattacharya, Head of School

Document History

Version	Description of update	Date Effective
1	Change of number for Q-Pulse	2-10-15
2	Change of title and reformatted Reference to organisational chart at 3.4 Reference to Quality Management System matrix at 3.4 & 5	1-4-17
3	UK Policy Framework for Health & Social Care Research at 1.2 Updated NHS e-training system referenced at 3.2	1-6-18
4	Updated guidance regarding CV at 3.4 Monitors added at 3.6, 3.7 removed	21-6-21

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.


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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Key to symbols  = Important point to note  = Warning

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. Personal details should not be included. A template, if required, is available (**TMP-QA-22**) on the Clinical Research Governance & Quality Assurance Website.
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 hand-outs or an agenda from the course/conference within the training record; to enable auditors/inspectors/monitors to verify the topics covered by the training course/conference.

3.7 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

CI	Chief Investigator
CV	Curriculum Vitae (Resume)
MHRA	Medicine and Healthcare products Regulatory Agency
PI	Principal Investigator
QAM	Quality Assurance Manager
SOAR	Scottish On-line Appraisal Resource
TURAS Appraisal	NHS Education Scotland digital platform for Health & Social Care professionals

5. Related documentation and references

SOP-QA-34	Good Clinical Practice/Good Research Practice 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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