Research St. Joseph's – Hamilton (RSJ-H)		**Pages** 1 of 5	**Number** 013-RSJ-H
Policy Title Workplace Training Requirements		**Date** 1 March 2021	
Supersedes 30 October 2020	**Cross Reference**	**Issuing Authority** RSJ-H Scientific Director	
☑ Charlton Campus	☑ West 5th Campus	☑ King Campus	

Position responsible *for developing and maintaining the policy: RSJ-H Scientific Director*

1.0. INTRODUCTION

Human subjects are essential to the conduct of research intended to increase our scientific knowledge and improve human health. Research at The Research Institute of St. Joe's Hamilton must be conducted with the highest ethical and clinical research standards since protection of research subjects is fundamental to all research involving humans. Additionally, clinical research operations must be carried out in a safe environment for both research subjects and staff. The key to effective conduct of research is education and training of all people involved in research. The purpose of this policy is to outline the training requirements for employees of the Research Institute, St. Joseph's Healthcare Hamilton, anyone employed by another organization conducting research at St. Joseph's Healthcare Hamilton, investigators, and those in the positions defined in Policy 064-RSJ-H Research Visitors, Visiting Fellow and Research Volunteers.

2.0. RESPONSIBILITIES

2.1 Local Investigators

The Local Investigator of any research study being conducted at SJHH is responsible for ensuring their staff have been trained on, and maintain certification, in the required training modules listed in this policy. Local Investigators must also be able to provide Research Administration with documentation of their staff's training upon request.

2.2 The Research Institute

The Research Institute is committed to providing training opportunities, either through the Research Institute, St. Joseph's Healthcare Hamilton or external sources and will ensure the mandatory training is compliant with regulations and legislature.

3.0. TRAINING REQUIREMENTS

3.1 Mandatory Safety Training

All individuals working in ANY research capacity at the Research Institute must complete or provide documentation of up-to-date training listed in **Appendix A**. The Research Institute will assign any training module to those individuals who have not yet completed the training at an outside institution or who have training certificates that are expired.

3.2 Mandatory Research Training

Individuals can be involved in a variety of research studies, and are thus expected to comply with certain regulations or guidelines that depend on the type of research they are conducting. A listing of various research study types and the associated mandatory research training can be found in **Appendix B**.

3.3 Mandatory Laboratory Training

Individuals who will be conducting or participating in laboratory-based procedures for research purposes in the wet labs are required to complete the mandatory laboratory training. A listing of the various laboratory training requirements can be found in **Appendix C**.

4.0. TRANSPORTATION OF DANGEROUS GOODS/INTERNATIONAL AIR TRANSPORT ASSOCIATION TRAINING (TDG/IATA)

Those working in the wet labs or packing/receiving samples in dry ice are required to complete the Transportation of Dangerous Goods/International Air Transport Association Training.
The *Transportation of Dangerous Goods Act (TDGA*) and its regulations require that, with few exceptions, workers must be trained prior to handling, offering for transport, or transporting of any Dangerous Goods by road, rail and air.

A Dangerous Good is defined as a product, substance or organism included by its nature or by the regulations in any of the classes listed in the schedule 1 to the Act or Section 4 of IATA. Dangerous Goods must be handled, offered for transport or transported in accordance with the applicable regulations. Most Dangerous Goods can be transported safely if certain principles/ requirements are met. These are outlined in the regulations.

A person handling, offering for transport or transporting Dangerous Goods must be "Adequately Trained" in TDG. An untrained individual may handle Dangerous Goods provided they are in the presence and under the direct supervision of an individual who holds a training certificate. Training must be maintained every two (2) years but the certificate of training is not transferable between employers.

APPENDIX A

MANDATORY SAFETY TRAINING

This section outlines the required safety and orientation training modules for employees of the Research Institute, anyone employed by another organization conducting research at St. Joseph's Healthcare Hamilton, investigators, and those positions defined in Policy 064-RSJ-H Research Visitors, Visiting Fellows and Research Volunteers.

Organizational Orientation and Safety Training:

- WHMIS Awareness – **OHS001 V3** – General Training
- Ministry of Labour – Employee Health & Safety Awareness Training – **OHS WRKR003** **(Reg. 297/13)**
- Accessibility for Ontarians with Disabilities Act (AODA) Customer Standard and Accessibility – **EOD_Access002v2**
- Prevention of Violence in the Workplace – **OHS-003v3**
- Learner Orientation Handbook
- Immunization Record
- Confidentiality Agreement

Copies of completion certificates are to be maintained by the supervisor/employer and should be provided to Research Administration upon request.

APPENDIX B

MANDATORY RESEARCH TRAINING

This section outlines the required safety and orientation training modules for employees of the Research Institute, anyone employed by another organization conducting research at St. Joseph's Healthcare Hamilton, investigators, and those positions defined in Policy 064-RSJ-H Research Visitors, Visiting Fellows and Research Volunteers.

The following research training modules are required, *at a minimum*, based on the type of study that is being conducted. Investigators and study team members are advised to consult with Research Administration if there are any questions or ambiguities about the necessity of any research training modules:

Type of Study*	Required Training	Duration
Clinical studies that require approval from a research ethics board and require the use of patient chart(s) (e.g. Dovetale) and/or identifiable information	• ICH GCP • CITI Privacy Training • Dovetale research training (if applicable)	• Every two (2) years • Every two (2) years • One time
Clinical studies that require approval from a research ethics board ***and*** are regulated by Health Canada	• ICH GCP • Division 5 of the Canadian Food and Drug regulations	• Every two (2) years • Every two (2) years
Retrospective studies not involving human subjects	• CITI Privacy Training	• Every two (2) years
Studies involving humans sponsored by any of the Tri-Council Agencies of Canada (CIHR, NSERC, SSHRC)	• Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2)	• Every two (2) years
Those working in the wet labs or packing/receiving samples in dry ice	• Transportation of Dangerous Goods/International Air Transport Association training (TDG/IATA)	• Every two (2) years
Studies that will utilize Access Research as a method of recruitment	• Access Research Training	• One time

* Should research studies fall under more than one of the categories listed, both categories' required training must be completed.

Training modules can be located as follows:

Training Module	Location	Contact
ICH GCP	https://www.citiprogram.org/	For more information, please contact Adam Weerdenburg, Research Quality Assurance Officer, aweerden@stjoes.ca or ext. 35280.
Division 5		
Privacy		
TDG/IATA		
TCPS2	https://tcps2core.ca/	
Dovetale	In-class sessions held on the third Friday of each month	
Access Research Training	- Part of the Dovetale for Research training starting in June 2020 - For users who completed Dovetale for Research training prior to June 2020, please visit https://rsjh.ca/ARquiz	To schedule Research for Dovetale training, contact Serena Lu-Beskrovnyi, Research Institute Administration Coordinator, slubeskr@stjoes.ca or ext. 36115

APPENDIX C

MANDATORY LABORATORY TRAINING

This section outlines the required safety and orientation training modules for employees of the Research Institute, anyone employed by another organization conducting research at St. Joseph's Healthcare Hamilton, investigators, and those positions defined in Policy 064-RSJ-H Research Visitors, Visiting Fellows and Research Volunteers.

The following research training modules are required, *at a minimum*, for those working in the wet labs:

Training Module	Duration	Mosaic Course Number
WHMIS 2015	Every five (5) years	WHMS15
Biosafety Core or Biosafety Update	Core taken once, updates yearly	BSLTRA or BSUPD
Fire Safety	Every one (1) year	FHSFSF
Health & Safety Orientation		HSORI
Chemical Handling/Spills	Every three (3) years	CHEMHS
Violence & Harassment Prevention	Every three (3) years	VHPW
Slips, Trips and Falls	Every five (5) years	SLPTRP
Ergonomics	Every five (5) years	ERGON
Asbestos Awareness	Every five (5) years	ASBEST
Accident Investigation (supervisors/managers)		ACCINV
Due Diligence (supervisors/managers)		DUEDIL
Accessibility for Ontarians with Disabilities Act (AODA)		AODA
COVID-19 Awareness		COVID

For questions on accessing the Mosaic system for training modules or obtaining a lab access card please contact Sylvia Chong, Research Manager (schong@stjoes.ca, ext. 34936).