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**B i o b a n k**



# **Standard Operating Procedure**

**DOCUMENT NAME: TRAINING**

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**DOCUMENT NO. : ILBS#NLDB:G**

**TRAINING****Education and Training**

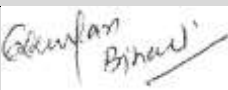
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## TRAINING

### Education and Training

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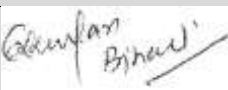
Location	Subject
Biobank reception area Almira	Education and Training
Function	Distribution
To give information about: Educational qualification and training of NLDB staff.	<ul style="list-style-type: none"> <li>➤ HOD</li> <li>➤ Biobank Reception area</li> <li>➤ Master files</li> </ul>

#### SCOPE AND APPLICATION:

This SOP covers an outline for training and education of personnel at NLDB biobank.

#### RESPONSIBILITY:

This is the responsibility of all NLDB staff to obtain and maintain the knowledge and skill sets necessary to perform their respective duties..

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# TRAINING

## Education and Training

### 1.0 PURPOSE

Adequate knowledge of the biobank program processes, procedures, related regulations and guidelines is essential to safeguarding the interests of the patient, achieving program goals, maintaining program compliance, data and tissue integrity and overall quality assurance at the biobank. The purpose is to outline processes and areas in which biobank personnel need to be educated and trained in order to carry out their assigned tasks.

### 2.0 SCOPE

This SOP covers an outline for training and education of personnel at NLDB biobank. Training is designed to inform, educate, and orient new personnel with relevant material vital to performing their duties. The training is also designed to educate, inform, and update existing personnel with evolving requirements and procedural changes if applicable.

### 3.0 ROLES AND RESPONSIBILITIES

This SOP applies to all biobank staff, which may include the following roles:

**All employees:** Clinical and technical personnel at the biobank have a professional responsibility to obtain and maintain the knowledge and skill sets necessary to perform their respective duties.

**PI & Manager:** Manager and Plof the biobank is ultimately responsible for facilitating specific staff training, as well as ensuring that he/she has adequately trained staff to carry out the processes of the program.

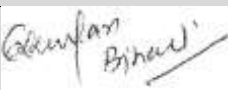
### 4.0 MATERIALS, REAGENTS, EQUIPMENT AND FORMS

- Ethical Conduct for Research Involving Humans
- Policies and Procedures
- National and Regional Information Protection legislation and official guidelines
- International Guidelines

### 5.0 PROCEDURES

All biobank personnel must be qualified by professional education, training, and experience to perform their duties. The biobank heads should be qualified to assume responsibility for the proper conduct of the program as well as for ensuring that all persons assisting with the program are adequately informed and trained to perform their duties. Aside from appropriate professional and technical qualifications, knowledge of and sensitivity to ethical and regulatory requirements are essential to program compliance and success.

There are many processes and issues that are common to all biobanks. Personnel at the biobank should receive training in these issues as well as training in issues and processes specific to their particular site.

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#### 5.1 Core Training Modules

A core module should deal with general ethical considerations that are relevant in tumour biobanking such as:

##### 5.1.1 Ethics

- Discuss and provide current overview of:
  - a. Moral issues associated with the use of Human Biological Materials in Research.
  - b. Participant consent issues.
  - c. Role of the Research Ethics Board (REB) in the approval of consent and material release process.
- Provide Ethics and Informed Consent to personnel (or equivalent biobank-specific policies) to read.
- Provide Ethical Conduct for Research Involving Humans, to biobank personnel to read.
- Recommend Declaration of Helsinki as additional reading.

##### 5.1.2 Training in Privacy Issues

- Familiarize personnel with the Health and Information Protection Act under the Data and Privacy Protection Laws of India. Discuss the implications of these privacy guidelines on the relevant aspects of the biobank operation.
- Provide *Privacy and Security* to personnel to read.

##### 5.1.3 Training in Best Practices for Record Keeping and Documentation

- Instruct personnel about optimal documentation and reporting practices to ensure security, integrity, and accuracy of information and data handled by the biobank.
- Provide *Records and Documentation*, and *Document Maintenance* (or equivalent biobank-specific policies) for personnel to read.

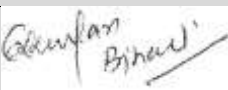
##### 5.1.4 Training

- Design and present a core-training module to provide personnel with a master list and location of biobank generic SOPs (or equivalent biobank-specific policies and SOPs). Advise personnel to read and gain familiarity with the procedures relevant to their job function.

#### 5.2 Site-specific Training

The site-specific training may contain information on:

- Occupational health and safety with specific details pertinent to the site.
- Physical security at the site
- Relevant technical procedures applicable to personnel and operations at the sites such as derivation of tissue products.

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- Maintaining records, updating inventories and databases, interfacing with biobank databases if relevant to personnel at the site.

**5.2.1** Design and present site-specific training module to relevant personnel so that they can perform their duties efficiently and ethically.

**5.2.2** Provide for them relevant site-specific policies and SOPs to read and assimilate if relevant to their job function.

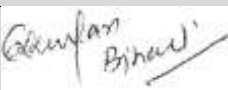
### 5.3 Documentation of Training

**5.3.1** Document training as needed to meet provincial and institutional requirements (see optional forms in: Master SOP and Policy Training Record, and: Employee SOP and Policy Training Record)

**5.3.2** Update training records in a timely manner

### 5.4 Assessment of Training

At the end of a training session and on an ongoing basis, encourage personnel to discuss policies and SOPs and ask for clarification if required. These discussions or sessions will provide some indication if the educational material has been “read and understood”.

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