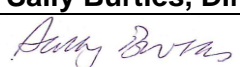


Standard Operating Procedures (SOP) for:

JRMO Staff Training and Induction

SOP Number:	34b	Version Number:	1.0
Effective Date:	16/5/16	Review Date:	16/5/18

Author:	Marie-Claire Rickard, Research Governance and GCP Manager
Reviewer:	Rachel Fay, Research Governance and GCP Manager
Reviewer:	Elizabeth Clough, R&D Governance Operations Manager

Authorisation:	
Name / Position:	Sally Burtles, Director of Research Services and Business Development
Signature:	
Date:	29/4/16

Purpose and Objective:

To ensure all members of the Joint Research Management Office (JRMO) receive induction into office procedures including Health and Safety requirements for the building.
 To ensure all members of JRMO Staff have appropriate training records in place. This includes the creation and maintenance of clinical research training records
 To ensure that all JRMO staff involved in clinical research should be trained to effectively carry out their roles.

Scope:	All JRMO Staff.
--------	-----------------

Abbreviations:

BH	Barts Health NHS Trust
ID	Identification
HR	Human Resources
IT	Information Technology
JRMO	Joint Research Management Office
QMUL	Queen Mary University of London
SOP	Standard Operating Procedure

Definitions (if needed):

None.

Relevant JRMO SOPs:

SOP 34a Researcher training
 SOP 26a Pharmacovigilance
 SOP 28 Monitoring

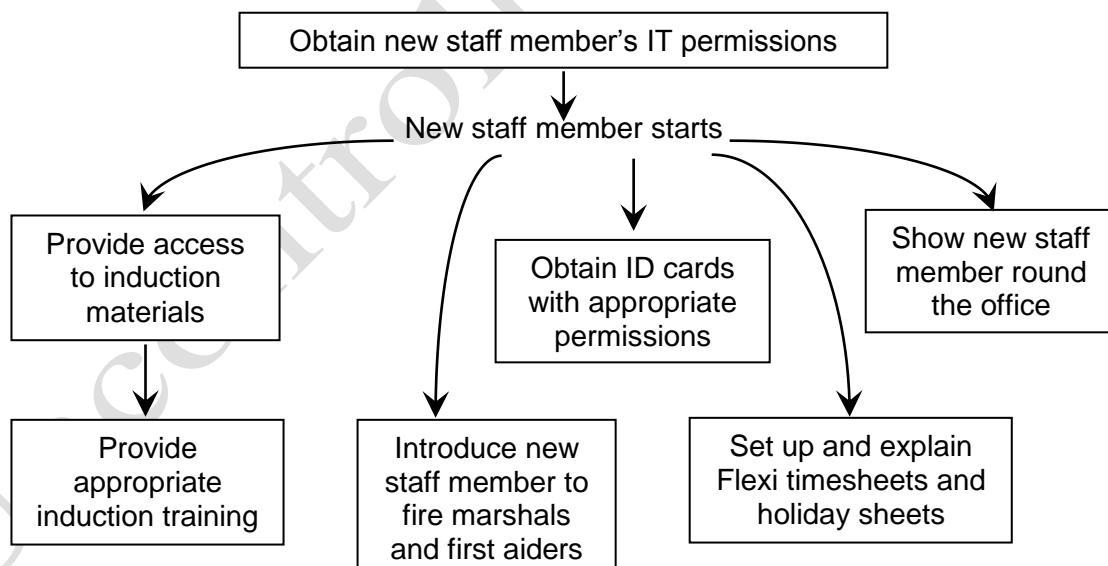
SOP Text

Induction of new staff

	Responsibility	Activity
1.	Line manager	Once the start date has been established, the line manger should ensure they are present on the staff members' first day. If this is not possible this should be delegated and the new staff member clearly told who to report to.
2.	Line Manager	Obtain IT permissions for new staff member. Where possible ensure that they arrange College or Trust IT authorisations or passwords prior to new member of staff joining the JRMO.

3.	Line Manager	Obtain ID badges with appropriate permissions. Ensure new members of staff complete the applicable forms and have their photographic Identification badges made in a timely manner, ensuring all relevant access rights are in place.
4.	Line Manager	Provide access to JRMO SOPs and all induction manual(s) for new staff member. Ensure that new members of staff are provided with access to JRMO SOPs and complete the JRMO Training Matrix (please see Section 9). Ensure that staff are given access and link to the JRMO online Induction manual (see Associated Document 2). Individual sections may have task specific induction packs which must be provided to the staff member and assigned a mentor where appropriate.
5.	Line Manager	Set up and explain Flexi timesheets and holiday sheets. Ensure that new members of staff are set up with both Flexi timesheets and holiday sheets. These need to be explained in line with both JRMO and College/Trust HR procedures.
6.	Line Manager	Familiarise the new member of staff with the office layout. Ensure that new members of staff are shown round the office, making sure that they are aware of exits, fire exits, public areas, assembly points and first aid equipment. Introduce new staff member to other staff within the office.
7.	Line Manager	Ensure that new members of staff are familiar with the JRMO fire marshalls and first aiders.
8.	Line Manager	Ensure that any temporary staff receive appropriate and proportionate induction training. See JRMO induction manual for details.

FLOW CHART



Staff Training		
	Responsibility	Activity
9.	Line Manager	Inform all staff of the requirement that their personal training records are compiled and kept up to date. Ensure that all staff have read and understood SOPs relevant to their roles. Please refer to current JRMO training matrix for applicable SOPs. Maintain a central location/file for such records.
10.	All research staff	All personal staff training files should contain the appropriate details (See Appendix A). Use Associated Documents 1 (SOP reading log) to record the training courses that have been attended. Read all JRMO SOPs relevant to your role, sign and date the SOP reading log (Associated Document 1) and store in training record.
11.	All research staff	Keep the training record in the work place for review if necessary by their line-manager or during an audit The record can be kept by the individual or centrally by the team leader.
12.	Line manager	Review training record at probation meetings and subsequently at yearly appraisals and ad hoc if required.
GCP Team Specific requirements		
13.	All GCP team members	All GCP team members must have and maintain individual training folders (set up as per Appendix A).
14.	Governance Operations Manager	New GCP managers Induction and Training should be proportional to the level of experience they have. Training needs should be discussed with R&D Governance Operations Manager/Line manager. New GCP Manager should be trained on the trials prior to being allocated to them. Where possible a handover should be performed with allocated monitor and existing GCP and/or Operations manager. Complete the specific training log (see Associated Document 3). New GCP Manager should be trained on SUSAR reporting procedures (in accordance to SOP 26 – Pharmacovigilance). SUSAR reports should be reviewed by an existing GCP and/or Operations Manager before submission to the MHRA until it is agreed that the GCP manager is competent to complete SUSARs autonomously. New GCP managers should shadow at least one Kick-off meeting and Final CTIMP meeting prior to chairing the meetings in person. GCP Manager's first risk assessments should be reviewed by existing GCP manager or Governance operations manager prior to distribution to the research team. This should continue until agreed by the existing GCP manager or R&D Operations Manager that they are competent to complete risk assessments autonomously.
15.	GCP manager	New clinical monitors Inductions and Training should be proportional to the level of experience they have. Training needs should be discussed with GCP manager/Line manager. New monitors should be trained in the trials prior to being allocated to them. Where possible a handover should be performed with allocated GCP manager and existing monitor. New monitors should complete trial specific training log (see Associated Document 4). New monitors should receive specific training on current Monitoring tools and processes (See SOP 28 Monitoring). As a minimum, the Monitor should shadow an experienced monitor on at least one visit (consider type of monitoring activity e.g. site, pharmacy, laboratory etc.) and perform one accompanied visit prior to any solo visits. Progress and training needs will be discussed as part of one to one meetings and probation review. This should continue until agreed by the GCP manager or R&D Operations Manager that the monitor is competent to conduct a monitoring visit autonomously.

16.	GCP staff Conducting Audits	Staff conducting audits must be appropriately trained. Where possible an external Auditor course should be attended. If a course is not attended the Governance Operations Manager should email to confirm they are aware that the staff member is suitably trained to perform the requested audit.
Leaving staff		
17.	Staff Member	Staff should take their original training file with them on leaving the JRMO employment. For Governance staff prior to leaving, a full copy of the training file should be made and passed to the QA manager for retention.
18.	Line manger	Ensure basic leaver's checks are completed (see Associated Document 5 for template). This includes but not limited to : Collection of ID badge(s). Update HR with current forwarding address for P45 and final payslip. Copy of training record given to QA manager. IT access stopped (BH and/or QMUL and ReDA). Where possible and appropriate a leaver's interview should be conducted.
19.	QA Manager	Ensure any staff record passed to them is retained for 20 years in line with QMUL and BH research records retention period.

Appendix A

Contents of Personal Training Record

1. Job description
2. CV
3. Staff Training Record (e.g. attendance at training courses, conferences and seminars).
4. Certificates of attendance (where applicable).
5. SOP reading log
6. Correspondence (e.g. Registration for courses and payments made).
7. Miscellaneous.

Change Control

Section Changed	Summary and description of change
Previously known as	SOP 34 JRMO Staff Training
Previously known as	SOP 36 JRMO STAFF Induction

List of appendices

Appendix	Appendix name
Appendix A	Contents of Personal Training File

List of Associated Documents *(these are standalone documents)*

Number	Name
1.	SOP Training Log
2.	JRMO Induction Pack (web module). Accessible on the QMUL intranet at: http://qm-web.jrmo.qmul.ac.uk/Docs/Staff%20Induction/JRMO%20Staff%20Induction%20Handbook%20v2.2%20FINAL%20Aug15%20including%20h&s.pdf . Accessible on the BH intranet at: http://bartshealthintranet/About-Us/Corporate-Directorates/Academic-Health-Sciences/Research/Index.aspx .
3.	GCP team specific training log
4.	Staff Personal Training Record (optional template)
5.	Leaver checklist