


Sunnybrook REB Standard Operating Procedure Addendum

The Sunnybrook REB has adopted the N2/CAREB REB SOPs and in order to reflect specific Sunnybrook REB requirements, this addendum complements the N2/CAREB REB SOP noted below.

N2/CAREB REB SOP: # 103 – Training and Education

N2/CAREB REB SOP	Sunnybrook REB SOP Addendum
<p>5.3.1 The REB office will retain copies of the CVs of all REB members and REB Office Personnel;</p>	<p>For REB Office Personnel:</p> <ul style="list-style-type: none"> • CV's are received by Human Resources and hiring Manager at time of job posting and kept on file. • Copies of current CVs of REB Office Personnel are maintained by Personnel and shall be kept up to date. • REB Office Personnel's will be required to make a copy of their CV available upon request.
<p>5.3.2 REB members and REB Office Personnel will record their relevant training and education and provide copies of their certificates of completion. Training records will be kept on file in the REB office;</p>	<ul style="list-style-type: none"> • REB members – A copy of the TCPS2 certificate is kept on file, however, maintenance of all other certificates of completion and relevant training shall be the responsibility of each individual. • REB Office Personnel – Maintenance of all certificates of completion and relevant training shall be the responsibility of each individual. • Group training facilitated by the REB Chair or designate are kept on file in the REB office.

Revision History	
Effective Date	Summary of Changes
March 1, 2018	Original version
January 10, 2019	"For REB Office Personnel" added for clarification only. No other changes.
December 12, 2023	No revisions needed
<p>This N2/CAREB REB SOP addendum has been reviewed and approved for use by:</p> <p><u><i>Keri Durrant</i></u> <small>Keri Durrant (Nov 29, 2023 08:24 EST)</small></p> <p>Keri Durrant Director, Human Research Protections Program</p>	


[Brian J Murray \(Nov 28, 2023 20:44 EST\)](#)

Dr. Brian J. Murray
Chair, Sunnybrook Research Ethics Board