

NRES TRAINING SCHEDULE: APRIL 2008 – MARCH 2009

Members – all training request must be booked via your Co-ordinator

Key - Audience
 Members/Chairs
 Co-ordinators/Managers
 Researchers
 Members/Chairs/Co-ordinators
 External Provider events

QUARTER 1

Date	Training Event	Brief Outline	Audience	Location	Duration	No. of places	NRES Office Use
APRIL 2008							
17 th	Researcher Training Day	Findings of the University of Leicester project (pilot)	Researchers	Leicester	1 day	40	CD
18 th	Phase 1 Workshop	To explain the need for and the nature of Phase 1 studies and to introduce ethical issues peculiar to them	Members	London	1 day	30	CD
21 st	Members Training Day	Findings of the University of Leicester project (pilot)	Members	London	1 day	30	CD
25 th	Co-ordinator Training Day	Findings of the University of Leicester project (pilot)	Co-ordinators	London	1 day	30	CD
29 th	GTAC meeting	Training for REC members on “low risk” gene therapy applications to help facilitate RECs reviewing these applications	Members	London	1 day	35	
MAY 2008							
13 th	1-day Inductions for S/RES Managers	To introduce new managers to NRES, staff roles and responsibilities and support links	S/RES Managers	London	1 day	10	GC
16 th	Risks and Radiation: What RECs need to know - Workshop	A better understanding of what should be included in the ethics application form, explanation of what radiation is in the every day context, the safety parameters in the proposed research	Members	Bristol	1 day	25	CD
16 th	Kings College London Advanced Study Day	In the dying of the light - ethical issues in research with participants nearing the end of life	Members	London	1 day	2 per REC	TDL
29-30 th	Induction and Advanced Training	A 2-day training event. <u>Day 1</u> will be induction training for new members. <u>Day 2</u> will focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases	Members	London	2 days	20	GC
JUNE 2008							
3-4 th	Induction and Advanced Training	A 2-day training event. <u>Day 1</u> will be induction training for new members. <u>Day 2</u> will focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases	Members	Taunton	2 days	20	GC
9 th	Use, Comment and Revision of Guidance on Participant Information Sheets - Workshop	NRES established and funded two working parties to provide such guidelines for applicants to RECs. This guidance was posted on the NRES website and subject to a period for comment and revision. Comments have been incorporated, and this is one of a series of meetings in 2008 to allow re-review and field comments from REC members and researchers before providing the definitive	Members	Edinburgh	1 day	30	CD

		guidance for on our website					
13 th	Use, Comment and Revision of Guidance on Participant Information Sheets – Workshop	As per 9 th June	Members	L'pool	1 day	30	CD
12 th -13 th	AREC Summer Conference	Independence of Ethical Review and Improving Participant Involvement - Summer	Members & Co-ordinators	Cardiff	2 days	n/a	TDL
23 rd	Use, Comment and Revision of Guidance on Participant Information Sheets - Workshop	As per 9 th June	Members	London	1 day	30	CD
19 th	Researcher Training Day	The training day will give researchers applying to RECs an opportunity to learn from REC members and NRES staff, regarding the process of ethical review and what RECs look for when reviewing research ethics applications. The day will provide guidance on completing successful applications, including the application form and interactive training sessions with a “REC tutor”	Researchers	Bristol	1 day	60	CD

NRES TRAINING SCHEDULE: APRIL 2008 – MARCH 2009

Members – all training request must be booked via your Co-ordinator

Key - Audience
 Members/Chairs
 Co-ordinators/Managers
 Researchers
 Members/Chairs/Co-ordinators
 External Provider events

QUARTER 2

Date	Training Event	Brief Outline	Audience	Location	Duration	No. of places	NRES Office Use
JULY 2008							
10 th	Risks and Radiation: What RECs need to know - Workshop	A better understanding of what should be included in the ethics application form, explanation of what radiation is in the every day context, the safety parameters in the proposed research	Members	Leeds	1 day	25	CD
15 th	Mental Capacity Act – Workshop	To introduce REC members to the content of the Mental Capacity Act (MCA) and to facilitate a greater understanding of the implications of the Act for REC members in the ethical review of research	Members	London	1 day	35	CD
16 th	Mental Capacity Act- Workshop	To introduce REC members to the content of the Mental Capacity Act (MCA) and to facilitate a greater understanding of the implications of the Act for REC members in the ethical review of research	Members	Birmingham	1 day	35	CD
21 st	Chairs Training Day	To share findings of the University of Leicester project: Lessons from analyses of decision letters	Chairs	London	½ day (am)	30	CD
28 th	Publication of Lay Summaries – Workshop	Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications	Members	London	1 day	35	CD
29 th	Publication of lay summaries – Workshop	Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications	Members	Manchester	1 day	35	CD
28 th	QA workshop for NRES managers	To share trends and findings across the QA programmes	NRES Managers	London	1 day	7-10	GC
29 th	QA workshop for NRES Managers	To share trends and findings across the QA programmes	NRES Managers	Leeds	1 day	7-10	GC
31 st	Minute-taking training	To train REC staff on what needs to be in the REC minutes and to ensure consistency of documentation	Co-ordinators & Assistants	London	1 day	15	GC
AUGUST 2008							
4 th	Members Discussion Day	To share findings of the University of Leicester project: Lesson from analyses of decision letters	Members	Manchester	½ day (am)	50-60	CD
6 th	Facilitation Skills Training	Training for those who will lead training events and facilitate at training days	Members Co-ordinators Managers	London	1 day	12	GC
11-12 th	Chairing Skills Workshop	Preparing members to take on leadership roles on the REC	Members	London	2 days	12	CD
13 th –	Training the Trainer	To provide staff who will be delivering RED training and	RED Mentors	B'ham	3 days	12	GC

15 th		chairing meetings with the necessary training tools	& Managers				
19 th	Minute-taking training	To train REC staff on what needs to be in the REC minutes and to ensure consistency of documentation	REC Staff & Managers	London	1 day	12	GC
SEPTEMBER 2008							
8-9 th	Induction Training for REC Staff	Role of Co-ordinator, ethical review processes. To cover SOPs and GAfREC, QA, Policy, Corporate and support to Chair.	Co-ordinators & Assistants	London	2 days	15	GC
10 th	Publication of lay summaries – Workshop	Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications	Members	Cambridge	1 day	35	CD
10 th	RED training for REC staff	Training to follow Induction Training for REC Staff on the use and management of the Research Ethics Database	Co-ordinators & Assistants	London	1 day	12	GC
11 th	Accreditation Workshop	To support preparation and sign off of audits for RECs coming up for accreditation	Co-ordinators & Managers	London	1 day	25	CD
16 th	Co-ordinator Training Day	To share findings of the University of Leicester project: Lesson from analyses of decision letters	Co-ordinators & Managers	Leeds	1 day	30	CD
16 th	Induction Training for New Members	1 day induction training tailored by NRES for new REC members providing opportunity for networking with other REC members. (New Co-ordinators can also attend)	Members	Manchester	1 day	20	GC
17-18 th	Advanced Ethics Training	Focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases. (Aimed at longer serving members)	Members	Manchester	2 days	25	
*19 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	Newcastle	2 hrs (evening)	25	CD
*22 nd (tbc)	NRES/RECs Discussion Day	To share findings of the University of Leicester project: Lesson from analyses of decision letters	All	London	1 day	50-60	CD
24 th	Publication of lay summaries – Workshop	Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications	Members	Oxford	1 day	35	CD
24 th	<u>University of Kent</u> One-day course	One-day course on Research Ethics in Social Care	Members	London	1 day	2 per REC	TDL
25 th	Researcher Training Day	As per 19 th June 08	Researchers	London	1 day	60	CD
24-26 th	<u>Kings College London</u> Introductory – Ethics of Human Research	To provide a basic knowledge of aspects of health care research necessary to conduct a competent ethical review	Members & Co-ordinators	London	3 days	n/a	TDL
25-26 th	<u>University of Kent</u>	Induction Course for NHS Local Research Ethics Committees	Members & Co-ordinators	Kent	2 days	n/a	TDL
25 th	Risks and Radiation: What RECs need to know - Workshop	A better understanding of what should be included in the ethics application form, explanation of what radiation is in the every day context, the safety parameters in the proposed research	Members	Birmingham	1 day	25	CD
26 th	Road Shows	To inform on the NRES business plans; national and	Members	London	½ day	50	CD

		emerging priorities	Co-ordinators		(am)		
*26 th (tbc)	Issues & Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	London	2 hrs (evening)	25	CD
28-30 th	CCRA - Ethical review of clinical research training conference	A 3-day conference hosted by the Clinical Contract Research Association for members of RECs.	Members	Cambridge	3 days	2 per REC	TDL

*To be confirmed by end June 2008

NRES TRAINING SCHEDULE: APRIL 2008 – MARCH 2009

Members – all training request must be booked via your Co-ordinator

Key - Audience
 Members/Chairs
 Co-ordinators/Managers
 Researchers
 Members/Chairs/Co-ordinators
 External Provider events

QUARTER 3

Date	Training Event	Brief Outline	Audience	Location	Duration	No. of places	No. of places
OCTOBER 2008							
1 st	Accreditation Workshop	To support preparation and sign off of audits for RECs coming up for accreditation	Co-ordinators & Managers	Leeds	1 day	25	CD
*3 rd (tbc)	Chairs Training Day	To share findings of the University of Leicester project: Lessons from analyses of decision letters	Chairs	Leeds	½ day (am)	30	CD
6 th	Holding		Researchers	Bristol	1 day	30	CD
7 th	Medical Devices – Workshop	To offer Flagged RECs the opportunity of developing their knowledge and understanding of the issues around medical devices research. The workshop will be multi-disciplinary, involving representatives of the medical devices industry and academic research units	Members (& Researchers)	Leeds	1 day	35	CD
9 th	Road Shows	To inform on the NRES business plans as well as national and emerging priorities	Members Co-ordinators	Cambridge	½ day (am)	50	CD
*9 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	Cambridge	½ day (pm)	25	CD
13 th	Minute- taking training	To train REC staff on what needs to be in the REC minutes and to ensure consistency of documentation	REC Staff & Managers	Manchester	1 day	12	GC
14-15 th	Chairing Skills Workshop	To prepare members to take on leadership roles on the REC	Members	Manchester	2 days	12	CD
20 th	Holding		Researchers	London	1 day	30	CD
23 rd – 24 th	Recruitment and Selection	To ensure recruitment processes to RECs are transparent and within legal framework	Members Co-ordinators	London	2 days	20	GC
*24 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	Taunton	½ day (pm)	25	CD
28 th	Accreditation Workshop	To support preparation and sign off of audits for RECs coming up for accreditation	Co-ordinators & Managers	Birmingham	1 day	25	CD
29 th	Appraisal Seminar for Chairs	To understand the appraisal process and the importance of the process within NRES, become familiar with the appraisal paperwork and how it is completed and used. To understand the role of the appraisees and appraisers within the process.	Chairs	London	1 day	25	CD
30 th	NHS Service User Involvement in research - Workshop	tbc	Members	London	1 day	35	CD

NOVEMBER 2008

3-4 th	Induction Training for REC Staff	Role of Co-ordinator, ethical review processes. To cover SOPs and GAfREC, QA, Policy, Corporate and support to Chair.	Co-ordinators & Assistants	Leeds	2 days	15	GC
5 th	RED Training for REC Staff	Training to follow Induction Training for REC Staff on the use and management of the Research Ethics Database	Co-ordinators & Assistants	Leeds	1 day	12	GC
5 th	Publication of Lay Summaries – Workshop	Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications	Members	Birmingham	1 day	25	CD
5 th	Human Tissue Act – Workshop	To support REC members in the ethical review of individual projects using relevant material and the ethical review of research tissue banks	Members	London	1 day	35	CD
11 th	Emergency Research – Recruitment and Consent Procedures	Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns.	Members	Manchester	1 day	40	CD
11 th	Appraisal Seminar for Chairs	To understand the appraisal process and the importance of the process within NRES, become familiar with the appraisal paperwork and how it is completed and used. To understand the role of the appraisees and appraisers within the process.	Chairs	Leeds	1 day	25	CD
12 th	<u>Kings College London</u> Advanced Study Day	tbc	Members	London	1 day	2 per REC	TDL
12 th	Members Discussion Day	To share findings of the University of Leicester project: Lesson from analyses of decision letters	Members	Bristol	½ day (am)	50-60	CD
13 th – 14 th	<u>AREC</u> Winter Conference	Independence of Ethical Review and Improving Participant Involvement –Winter Conference	Members & Co-ordinators	London	2 days	n/a	TDL
18 th	Induction Training for New Members	1 day induction training tailored by NRES for new REC members providing opportunity for networking with other REC members. (New Co-ordinators can also attend)	Members	Reading	1 day	20	GC
19-20 th	Advanced Ethics Training	Focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases. (Aimed at longer serving members)	Members	Reading	2 days	25	
18 th	Co-ordinator Training Day	To share findings of the University of Leicester project: Lesson from analyses of decision letters	Co-ordinators & Managers	Taunton	1 day	30	CD
*21 st (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	London	2 hrs (evening)	25	CD
24 th	Workshop – Publication of lay summaries	Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications	Members	Bristol	1 day	35	CD
28 th	Road Shows	To inform on the NRES business plans as well as national and emerging priorities	Members Co-ordinators	Birmingham	½ day (am)	50	CD

*28 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	Birmingham	½ day (pm)	25	CD
DECEMBER 2008							
1 st -2 nd	NRES Annual Conference	Opportunity for REC Chairs and Co-ordinators to network, hear NRES business plans, to feedback to NRES	Chairs & Co-ordinators	London	evening lecture & full day	300	MA
4 th	Shared Ethical Debate	To feedback the collated findings from shared ethical debate, discuss key ethical themes and gain feedback for the further improvement of the ethical deliberation exercise NB: limited to representatives of RECs who took part in the Shared Ethical Debate exercise in August/September 2007)	Members	London	1 day	25	CD
3 rd -5 th	Training the Trainer	To provide staff who will be delivering RED training and chairing meetings with the necessary training tools	REC Mentors & Managers	York	3 days	12	GC
3 rd	Mental Capacity Act – Workshop	This aims to introduce REC members to the content of the Mental Capacity Act (MCA) and to facilitate a greater understanding of the implications of the Act for REC members in the ethical review of research.	Members	Reading	1 day	35	CD
*8 th (tbc)	NRES/RECs Discussion Day	To share findings of the University of Leicester project: Lesson from analyses of decision letters	All	Manchester	1 day	50-60	CD
8 th	Mental Capacity Act – Workshop	This aims to introduce REC members to the content of the Mental Capacity Act (MCA) and to facilitate a greater understanding of the implications of the Act for REC members in the ethical review of research.	Members	Manchester	1 day	35	CD
9 th	Shared Ethical Debate	To feedback the collated findings from shared ethical debate, discuss key ethical themes and gain feedback for the further improvement of the ethical deliberation exercise NB: limited to representatives of RECs who took part in the Shared Ethical Debate exercise in August/September 2007)	Members	Birmingham	1 day	25	CD
10 th	Facilitation Skills Training	Training for those who will lead training events and facilitate at training days	Members Co-ordinators Managers	Leeds	1 day	12	GC

*To be confirmed by end July 2008

NRES TRAINING SCHEDULE: APRIL 2008 – MARCH 2009

Members – all training request must be booked via your Co-ordinator

Key - Audience
 Members/Chairs
 Co-ordinators/Managers
 Researchers
 Members/Chairs/Co-ordinators
 External Provider events

QUARTER 4

Date	Training Event	Brief Outline	Audience	Location	Duration	No. of places	NRES Office Use
JANUARY 2009							
7 th	Publication of Lay Summaries – Workshop	Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications	Members	Newcastle	1 day	35	CD
11 th	Emergency Research – Recruitment and Consent Procedures	Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns	Members	London	1 day	40	CD
12 th	Publication of Lay Summaries – Workshop	Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications	Members	London	1 day	35	CD
13 th	Induction Training for New members	1 day induction training tailored by NRES for new REC members providing opportunity for networking with other REC members. (New Co-ordinators can also attend)	Members	Leeds	1 day	20	GC
14 th	Road Shows	To inform on the NRES business plans as well as national and emerging priorities	Members Co-ordinators	Basingstoke	½ day (am)	50	CD
*14 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	Basingstoke	½ day (pm)	25	CD
15 th	Researcher Training Day	As per 19 th June 08	Researchers	Cambridge	1 day	60	CD
15 th	Emergency research – recruitment and consent procedures	Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns	Members	London	1 day	40	CD
*16 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	Cambridge	½ day (pm)	25	CD
20 th	Co-ordinator Training Day	To share findings of the University of Leicester project: Lesson from analyses of decision letters	Co-ordinators & Managers	Manchester	1 day	30	CD
21 st	Accreditation Workshop	To support preparation and sign off of audits for committees coming up for accreditation	Co-ordinators & Managers	London	1 day	25	CD
22 nd	Risks and Radiation: What RECs need to know - Workshop	A better understanding of what should be included in the ethics application form, explanation of what radiation is in the every day context, the safety parameters in the proposed research	Members	London	1 day	25	CD
26 th – 27 th	Recruitment and Selection	To ensure recruitment processes to RECs are transparent and within legal framework	Members Co-ordinators	Leeds	2 days	20	GC

FEBRUARY 2009

Date tbc	Road Show	To inform on the NRES business plans as well as national and emerging priorities	Members Co-ordinators	Newcastle	½ day (am)	50	CD
5 th	Medical Devices – Workshop	To offer Flagged REC's the opportunity of developing their knowledge and understanding of the issues around medical devices research. The workshop will be multi-disciplinary, involving representatives of the medical devices industry and academic research units	Members (& Researchers)	Reading	1 day	35	CD
10 th	Emergency Research – Recruitment and Consent Procedures	Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns.	Members	London	1 day	40	CD
12 th	Minute-taking training	To train REC staff on what needs to be in the REC minutes and to ensure consistency of documentation	REC Staff & Managers	York	1 day	12	GC
16 th	Personal Data in Research	Understanding of DPA, Section 60 and PIAG; new process for review of databases; major developments in information governance	Members	London	1 day	40	CD
17 th	Holding		Researchers	Nottingham	1 day	30	CD
*18 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of REC's. Opportunity to share best practice in decision-making.	Members	London	½ day	25	CD
20 th	Induction Training for New members	1 day induction training tailored by NRES for new REC members providing opportunity for networking with other REC members. (New Co-ordinators can also attend)	Members	London	1 day	20	GC
25 th	NRES Southern Annual Conference	Opportunity for REC members to network, hear NRES business plans, feedback to NRES	Members	London	1 day	150	GC
26 th	Facilitation Skills Training	Training for those who will lead training events and facilitate at training days	Members Co-ordinators Managers	Bristol	1 day	12	GC
*27 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of REC's. Opportunity to share best practice in decision-making.	Members	Newcastle			

MARCH 2009

Date tbc	Road show	To inform on the NRES business plans as well as national and emerging priorities	Members Co-ordinators	Manchester	½ day (am)	50	CD
6 th	Human Tissue Act – Workshop	To support REC members in the ethical review of individual projects using relevant material and the ethical review of research tissue banks	Members	Birmingham	1 day	35	CD
10 th	Emergency research – recruitment and consent procedures	Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns	Members	London	1 day	40	CD
12 th	Researcher Training Day	As per 19 th June 08	Researchers	Manchester	1 day	60	CD
17 th	Induction Training for	1 day induction training tailored by NRES for new REC	Members	Cambridge	1day	20	GC

	New members	members providing opportunity for networking with other REC members. (New Co-ordinators can also attend)					
*18 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	London	2 hrs (evening)	25	CD
18-19 th	Advanced Ethics Training	Focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases. (Aimed at longer serving members)	Members	Cambridge	2 days	25	CD
23-24 th	Induction Training for REC staff	Role of Co-ordinator, ethical review processes. To cover SOPs and GAfREC, QA, Policy, Corporate and support to Chair	Co-ordinators & Assistants	London	2 days	15	GC
25 th	RED training for REC staff	Training to follow Induction Training for REC Staff on the use and management of the Research Ethics Database	Co-ordinators & Assistants	London	1 day	12	GC
*26 th (tbc)	Issues and Arguments Seminars: (topic tbc)	Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.	Members	Manchester	½ day (pm)	25	CD
26 th	NRES Northern Annual Conference	Opportunity for REC members to network, hear NRES business plans, feedback to NRES	Members	Manchester	1 day	150	GC
27 th	Personal Data in research	Understanding of DPA, Section 60 and PIAG; new process for review of databases; major developments in information governance	Members	Birmingham	1 day	40	CD

* to be confirmed by end of September 2008