



# Standard Operating Procedure: Induction and Training

## *Document History*

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## 1. Background

The Human Tissue Act is a legal framework which regulates the “removal, storage, use and disposal of human bodies, organs and tissues”. The Act came into effect on the 1<sup>st</sup> September 2006 and applies to England Wales and Northern Ireland.

To ensure compliance with the terms of the Act it is essential that all staff are appropriately trained in techniques relevant to their work and are continuously updating their skills (Governance and Quality Systems Standards 3, GQ3). This must ensure that:

- Qualifications of staff and training are recorded, including records showing attendance at training
- Orientation and induction programmes are in place
- Documented training programmes (e.g. health and safety, fire, risk management, infection control) including development training are implemented, including for visiting staff
- Training manuals are available
- Staff appraisal/review records and personal development plans are in place and periodically reviewed.

In addition, staff should be encouraged to attend professional meetings and training events to ensure that they keep abreast of good practices in their area of expertise.

This SOP sets out the requirements relating to the induction and training of staff to ensure compliance with the Human Tissue Act regulations.

## 2. Scope

This SOP applies to all personnel involved in research activities under the University Research Human Tissue Act licence (Ref. INSRT REF).

## 3. Definitions

<b>COSHH</b>	Control Of Substances Hazardous to Health
<b>CV</b>	Curriculum Vitae
<b>HTA</b>	Human Tissue Act
<b>RS</b>	Research Services
<b>SOP</b>	Standard Operating Procedure
<b>GQ</b>	Governance and Quality Standards

## 4. Procedure

### 4.1. Induction

Induction is a process of familiarisation with a new employee's workplace, its culture, structure, norms and how it functions. An effective induction programme can determine how quickly new staff settle into the organisation and the speed at which they develop to reach their full potential. It is an integral component of a successful and long-term relationship between the University and our new employees.

At a local level induction will provide new staff with an understanding of:

- their own role
- the role of the team
- support available to help them carry out their duties effectively

All new members of staff should abide by the universities induction procedure, operated by the See the following website:

<https://www.sheffield.ac.uk/hr/recruitment/induction>

Within their local environment, a local induction must provide new staff with all the relevant information they need to be able to conduct their role and integrate into the team.

For staff working under the HTA licence, local induction programmes should include:

- Reference to all documented policies and procedures (e.g. SOPs, work instructions etc) that are relevant to the member of staff and which must be read prior to commencing work.
- A bespoke documented training program, including (where appropriate):
  - Human Tissue Act training for the research sector.  
<https://byglearning.co.uk/mrcrsc-lms/course/index.php?categoryid=1>  
Human Tissue Act training should be completed at least every 3 years.
  - Safety office training e.g. Manual Handling, COSHH, fire safety, infection control –
  - <https://byglearning.co.uk/mrcrsc-lms/course/index.php?categoryid=1>
  - For staff involved in seeking consent, training and support in the implications and essential requirements of taking consent. GCP training
  - Use and maintenance of equipment
  - Contingency planning

- handling biological specimens including arrangements for the receipt, record keeping and identification and coding of specimens
- confidentiality of research data
- storage of specimens, including storage conditions and storage location
- procedures for transferring specimens in from, or out to, external sites
- arrangements for disposal of specimens
- reporting adverse events
- reporting an equipment problem
- how to report a complaint

Evidence of induction should be recorded.

## 4.2. Training

Under the Human Tissue Act regulations, it is requirement that staff are appropriately trained in techniques relevant to their work and are continuously updating their skills. Qualifications and training must be recorded, including records showing attendance at training, and documented training programmes must be in place, with a regular staff appraisal to assess competency and personal development.

All groups must therefore be able to provide a job description and CV for each member of staff to demonstrate that they are suitably qualified for the role. These may be requested at any time by inspectors.

Training must be recorded in accordance with local procedures (including that SOPs have been read and understood) and evidence of training provided on request.

It is the responsibility of the Persons Designated for each tissue collection to ensure that all members of staff working with human tissue in their collection are appropriately trained, and have access to the current version of SOPs.

Each member of staff should undergo a regular SRDS review of their competency and training and development needs as part of their performance development review, and ensure that personal development plans are in place.

## Associated Documents

	Document	Document Reference