## NRES TRAINING SCHEDULE: APRIL 2008 – MARCH 2009

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

### QUARTER 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Training Event</th>
<th>Brief Outline</th>
<th>Audience</th>
<th>Location</th>
<th>Duration</th>
<th>No. of places</th>
<th>NRES Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APRIL 2008</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>17th</td>
<td>Researcher Training Day</td>
<td>Findings of the University of Leicester project (pilot)</td>
<td>Researchers</td>
<td>Leicester</td>
<td>1 day</td>
<td>40</td>
<td>CD</td>
</tr>
<tr>
<td>18th</td>
<td>Phase 1 Workshop</td>
<td>To explain the need for and the nature of Phase 1 studies and to introduce ethical issues peculiar to them</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
</tr>
<tr>
<td>21st</td>
<td>Members Training Day</td>
<td>Findings of the University of Leicester project (pilot)</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
</tr>
<tr>
<td>25th</td>
<td>Co-ordinator Training Day</td>
<td>Findings of the University of Leicester project (pilot)</td>
<td>Co-ordinators</td>
<td>London</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
</tr>
<tr>
<td>29th</td>
<td>GTAC meeting</td>
<td>Training for REC members on &quot;low risk&quot; gene therapy applications to help facilitate RECs reviewing these applications</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>35</td>
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</tr>
<tr>
<td><strong>MAY 2008</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13th</td>
<td>1-day Inductions for S/RES Managers</td>
<td>To introduce new managers to NRES, staff roles and responsibilities and support links</td>
<td>S/RES Managers</td>
<td>London</td>
<td>1 day</td>
<td>10</td>
<td>GC</td>
</tr>
<tr>
<td>16th</td>
<td>Risks and Radiation: What RECs need to know - Workshop</td>
<td>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</td>
<td>Members</td>
<td>Bristol</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>16th</td>
<td>Kings College London Advanced Study Day</td>
<td>In the dying of the light - ethical issues in research with participants nearing the end of life</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>2 per REC</td>
<td>TDL</td>
</tr>
<tr>
<td>29-30th</td>
<td>Induction and Advanced Training</td>
<td>A 2-day training event. <strong>Day 1</strong> will be induction training for new members. <strong>Day 2</strong> will focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases</td>
<td>Members</td>
<td>London</td>
<td>2 days</td>
<td>20</td>
<td>GC</td>
</tr>
<tr>
<td><strong>JUNE 2008</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3-4th</td>
<td>Induction and Advanced Training</td>
<td>A 2-day training event. <strong>Day 1</strong> will be induction training for new members. <strong>Day 2</strong> will focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases</td>
<td>Members</td>
<td>Taunton</td>
<td>2 days</td>
<td>20</td>
<td>GC</td>
</tr>
<tr>
<td>9th</td>
<td>Use, Comment and Revision of Guidance on Participant Information Sheets - Workshop</td>
<td>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</td>
<td>Members</td>
<td>Edinburgh</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Location</td>
<td>Duration</td>
<td>Capacity</td>
<td>Presenter</td>
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</tr>
<tr>
<td>13th</td>
<td>Use, Comment and Revision of Guidance on Participant Information Sheets – Workshop</td>
<td>L’pool</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
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</tr>
<tr>
<td></td>
<td>As per 9th June</td>
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<td></td>
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</tr>
<tr>
<td>12th-</td>
<td>AREC Summer Conference</td>
<td>Cardiff</td>
<td>2 days</td>
<td>n/a</td>
<td>TDL</td>
<td></td>
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</tr>
<tr>
<td>13th</td>
<td>Independence of Ethical Review and Improving Participant Involvement - Summer</td>
<td></td>
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</tr>
<tr>
<td>23rd</td>
<td>Use, Comment and Revision of Guidance on Participant Information Sheets - Workshop</td>
<td>London</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>As per 9th June</td>
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<td></td>
</tr>
<tr>
<td>19th</td>
<td>Researcher Training Day</td>
<td>Bristol</td>
<td>1 day</td>
<td>60</td>
<td>CD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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”</td>
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</tr>
</tbody>
</table>
### NRES TRAINING SCHEDULE: APRIL 2008 – MARCH 2009

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

#### QUARTER 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Training Event</th>
<th>Brief Outline</th>
<th>Audience</th>
<th>Location</th>
<th>Duration</th>
<th>No. of places</th>
<th>NRES Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JULY 2008</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Risks and Radiation: What RECs need to know - Workshop</td>
<td>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</td>
<td>Members</td>
<td>Leeds</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Mental Capacity Act – Workshop</td>
<td>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</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Mental Capacity Act-Workshop</td>
<td>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</td>
<td>Members</td>
<td>Birmingham</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Chairs Training Day</td>
<td>To share findings of the University of Leicester project: Lessons from analyses of decision letters</td>
<td>Chairs</td>
<td>London</td>
<td>½ day (am)</td>
<td>50-60</td>
<td>CD</td>
</tr>
<tr>
<td>28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Publication of Lay Summaries – Workshop</td>
<td>Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Publication of lay summaries – Workshop</td>
<td>Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications</td>
<td>Members</td>
<td>Manchester</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>QA workshop for NRES managers</td>
<td>To share trends and findings across the QA programmes</td>
<td>NRES Managers</td>
<td>London</td>
<td>1 day</td>
<td>7-10</td>
<td>GC</td>
</tr>
<tr>
<td>29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>QA workshop for NRES Managers</td>
<td>To share trends and findings across the QA programmes</td>
<td>NRES Managers</td>
<td>Leeds</td>
<td>1 day</td>
<td>7-10</td>
<td>GC</td>
</tr>
<tr>
<td>31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Minute-taking training</td>
<td>To train REC staff on what needs to be in the REC minutes and to ensure consistency of documentation</td>
<td>Co-ordinators &amp; Assistants</td>
<td>London</td>
<td>1 day</td>
<td>15</td>
<td>GC</td>
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</table>

<table>
<thead>
<tr>
<th><strong>AUGUST 2008</strong></th>
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</thead>
<tbody>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Members Discussion Day</td>
<td>To share findings of the University of Leicester project: Lessons from analyses of decision letters</td>
<td>Members</td>
<td>Manchester</td>
<td>½ day (am)</td>
<td>50-60</td>
<td>CD</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Facilitation Skills Training</td>
<td>Training for those who will lead training events and facilitate at training days</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>12</td>
<td>GC</td>
</tr>
<tr>
<td>11-12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Chairing Skills Workshop</td>
<td>Preparing members to take on leadership roles on the REC</td>
<td>Members</td>
<td>London</td>
<td>2 days</td>
<td>12</td>
<td>CD</td>
</tr>
<tr>
<td>13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Training the Trainer</td>
<td>To provide staff who will be delivering RED training and</td>
<td>RED Mentors</td>
<td>B’ham</td>
<td>3 days</td>
<td>12</td>
<td>GC</td>
</tr>
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</table>

**Key - Audience**

- Members/Chairs
- Co-ordinators/Managers
- Researchers
- Members/Chairs/Co-ordinators

**External Provider events**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Participants</th>
<th>Location</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th</td>
<td>Chairing meetings with the necessary training tools &amp; Managers</td>
<td>REC Staff &amp; Managers</td>
<td>London</td>
<td>1 day</td>
<td>12</td>
</tr>
<tr>
<td>19th</td>
<td>15th Minute-taking training</td>
<td>To train REC staff on what needs to be in the REC minutes and to ensure consistency of documentation</td>
<td>REC Staff &amp; Managers</td>
<td>London</td>
<td>1 day</td>
</tr>
<tr>
<td></td>
<td>19th Induction Training for REC Staff</td>
<td>Role of Co-ordinator, ethical review processes. To cover SOPs and GAfREC, QA, Policy, Corporate and support to Chair.</td>
<td>Co-ordinators &amp; Assistants</td>
<td>London</td>
<td>2 days</td>
</tr>
<tr>
<td>8-9th</td>
<td>Induction Training for REC Staff</td>
<td>Role of Co-ordinator, ethical review processes. To cover SOPs and GAfREC, QA, Policy, Corporate and support to Chair.</td>
<td>Co-ordinators &amp; Assistants</td>
<td>London</td>
<td>2 days</td>
</tr>
<tr>
<td>10th</td>
<td>Publication of lay summaries – Workshop</td>
<td>Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications</td>
<td>Members</td>
<td>Cambridge</td>
<td>1 day</td>
</tr>
<tr>
<td>10th</td>
<td>RED training for REC staff</td>
<td>Training to follow Induction Training for REC Staff on the use and management of the Research Ethics Database</td>
<td>Co-ordinators &amp; Assistants</td>
<td>London</td>
<td>1 day</td>
</tr>
<tr>
<td>11th</td>
<td>Accreditation Workshop</td>
<td>To support preparation and sign off of audits for RECs coming up for accreditation</td>
<td>Co-ordinators &amp; Managers</td>
<td>London</td>
<td>1 day</td>
</tr>
<tr>
<td>16th</td>
<td>Co-ordinator Training Day</td>
<td>To share findings of the University of Leicester project: Lesson from analyses of decision letters</td>
<td>Co-ordinators &amp; Managers</td>
<td>Leeds</td>
<td>1 day</td>
</tr>
<tr>
<td>16th</td>
<td>Induction Training for New Members</td>
<td>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)</td>
<td>Members</td>
<td>Manchester</td>
<td>1 day</td>
</tr>
<tr>
<td>17-18th</td>
<td>Advanced Ethics Training</td>
<td>Focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases. (Aimed at longer serving members)</td>
<td>Members</td>
<td>Manchester</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>Newcastle</td>
<td>2 hrs (evening)</td>
</tr>
<tr>
<td>*19th</td>
<td>(tbc) NRES/RECs Discussion Day</td>
<td>To share findings of the University of Leicester project: Lesson from analyses of decision letters</td>
<td>All</td>
<td>London</td>
<td>1 day</td>
</tr>
<tr>
<td>24th</td>
<td>Publication of lay summaries – Workshop</td>
<td>Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications</td>
<td>Members</td>
<td>Oxford</td>
<td>1 day</td>
</tr>
<tr>
<td>24th</td>
<td>University of Kent One-day course</td>
<td>One-day course on Research Ethics in Social Care</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
</tr>
<tr>
<td>25th</td>
<td>Researcher Training Day</td>
<td>As per 19th June 08</td>
<td>Researchers</td>
<td>London</td>
<td>1 day</td>
</tr>
<tr>
<td>24-26th</td>
<td>Kings College London Introductory – Ethics of Human Research</td>
<td>To provide a basic knowledge of aspects of health care research necessary to conduct a competent ethical review</td>
<td>Members &amp; Co-ordinators</td>
<td>London</td>
<td>3 days</td>
</tr>
<tr>
<td>25-26th</td>
<td>University of Kent Induction Course for NHS Local Research Ethics Committees</td>
<td>Members &amp; Co-ordinators</td>
<td>Members &amp; Co-ordinators</td>
<td>Kent</td>
<td>2 days</td>
</tr>
<tr>
<td>25th</td>
<td>Risks and Radiation: What RECs need to know - Workshop</td>
<td>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</td>
<td>Members</td>
<td>Birmingham</td>
<td>1 day</td>
</tr>
<tr>
<td>26th</td>
<td>Road Shows</td>
<td>To inform on the NRES business plans; national and</td>
<td>Members</td>
<td>London</td>
<td>½ day</td>
</tr>
<tr>
<td><em>26th</em> (tbc)</td>
<td>Issues &amp; Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>London</td>
<td>2 hrs (evening)</td>
</tr>
<tr>
<td>28-30th</td>
<td>CCRA - Ethical review of clinical research training conference</td>
<td>A 3-day conference hosted by the Clinical Contract Research Association for members of RECs.</td>
<td>Members</td>
<td>Cambridge</td>
<td>3 days</td>
</tr>
</tbody>
</table>

*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**

### QUARTER 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Training Event</th>
<th>Brief Outline</th>
<th>Audience</th>
<th>Location</th>
<th>Duration</th>
<th>No. of places</th>
<th>No. of places</th>
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<tbody>
<tr>
<td>OCTOBER 2008</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1st</td>
<td>Accreditation Workshop</td>
<td>To support preparation and sign off of audits for RECs coming up for accreditation</td>
<td>Co-ordinators &amp; Managers</td>
<td>Leeds</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>&quot;3rd&quot; (tbc)</td>
<td>Chairs Training Day</td>
<td>To share findings of the University of Leicester project: Lessons from analyses of decision letters</td>
<td>Chairs</td>
<td>Leeds</td>
<td>½ day (am)</td>
<td>30</td>
<td>CD</td>
</tr>
<tr>
<td>6th</td>
<td>Holding</td>
<td></td>
<td>Researchers</td>
<td>Bristol</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
</tr>
<tr>
<td>7th</td>
<td>Medical Devices – Workshop</td>
<td>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</td>
<td>Members (&amp; Researchers)</td>
<td>Leeds</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>9th</td>
<td>Road Shows</td>
<td>To inform on the NRES business plans as well as national and emerging priorities</td>
<td>Members</td>
<td>Cambridge</td>
<td>½ day (am)</td>
<td>50</td>
<td>CD</td>
</tr>
<tr>
<td>&quot;9th&quot; (tbc)</td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>Cambridge</td>
<td>½ day (pm)</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>13th</td>
<td>Minute- taking training</td>
<td>To train REC staff on what needs to be in the REC minutes and to ensure consistency of documentation</td>
<td>REC Staff &amp; Managers</td>
<td>Manchester</td>
<td>1 day</td>
<td>12</td>
<td>GC</td>
</tr>
<tr>
<td>14-15th</td>
<td>Chairing Skills Workshop</td>
<td>To prepare members to take on leadership roles on the REC</td>
<td>Members</td>
<td>Manchester</td>
<td>2 days</td>
<td>12</td>
<td>CD</td>
</tr>
<tr>
<td>20th</td>
<td>Holding</td>
<td></td>
<td>Researchers</td>
<td>London</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
</tr>
<tr>
<td>23rd – 24th</td>
<td>Recruitment and Selection</td>
<td>To ensure recruitment processes to RECs are transparent and within legal framework</td>
<td>Members</td>
<td>London</td>
<td>2 days</td>
<td>20</td>
<td>GC</td>
</tr>
<tr>
<td>&quot;24th&quot; (tbc)</td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>Taunton</td>
<td>½ day (pm)</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>28th</td>
<td>Accreditation Workshop</td>
<td>To support preparation and sign off of audits for RECs coming up for accreditation</td>
<td>Co-ordinators &amp; Managers</td>
<td>Birmingham</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>29th</td>
<td>Appraisal Seminar for Chairs</td>
<td>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.</td>
<td>Chairs</td>
<td>London</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>30th</td>
<td>NHS Service User Involvement in research - Workshop</td>
<td>tbc</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Description</td>
<td>Role</td>
<td>Location</td>
<td>Duration</td>
<td>Capacity</td>
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</tr>
<tr>
<td>3–4th</td>
<td>Induction Training for REC Staff</td>
<td>Role of Co-ordinator, ethical review processes. To cover SOPs and GAIREC, QA, Policy, Corporate and support to Chair.</td>
<td>Co-ordinators &amp; Assistants</td>
<td>Leeds</td>
<td>2 days</td>
<td>15 GC</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>RED Training for REC Staff</td>
<td>Training to follow Induction Training for REC Staff on the use and management of the Research Ethics Database</td>
<td>Co-ordinators &amp; Assistants</td>
<td>Leeds</td>
<td>1 day</td>
<td>12 GC</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>Publication of Lay Summaries – Workshop</td>
<td>Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications</td>
<td>Members</td>
<td>Birmingham</td>
<td>1 day</td>
<td>25 CD</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>Human Tissue Act – Workshop</td>
<td>To support REC members in the ethical review of individual projects using relevant material and the ethical review of research tissue banks</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>35 CD</td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td>Emergency Research – Recruitment and Consent Procedures</td>
<td>Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns.</td>
<td>Members</td>
<td>Manchester</td>
<td>1 day</td>
<td>40 CD</td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td>Appraisal Seminar for Chairs</td>
<td>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.</td>
<td>Chairs</td>
<td>Leeds</td>
<td>1 day</td>
<td>25 CD</td>
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</tr>
<tr>
<td>12th</td>
<td>Kings College London Advanced Study Day</td>
<td>tbc</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>2 per REC TDL</td>
<td></td>
</tr>
<tr>
<td>12th</td>
<td>Members Discussion Day</td>
<td>To share findings of the University of Leicester project: Lesson from analyses of decision letters</td>
<td>Members</td>
<td>Bristol</td>
<td>½ day (am)</td>
<td>50-60 CD</td>
<td></td>
</tr>
<tr>
<td>13th – 14th</td>
<td>AREC Winter Conference</td>
<td>Independence of Ethical Review and Improving Participant Involvement –Winter Conference</td>
<td>Members &amp; Co-ordinators</td>
<td>London</td>
<td>2 days</td>
<td>n/a TDL</td>
<td></td>
</tr>
<tr>
<td>18th</td>
<td>Induction Training for New Members</td>
<td>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)</td>
<td>Members</td>
<td>Reading</td>
<td>1 day</td>
<td>20 GC</td>
<td></td>
</tr>
<tr>
<td>19th – 20th</td>
<td>Advanced Ethics Training</td>
<td>Focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases. (Aimed at longer serving members)</td>
<td>Members</td>
<td>Reading</td>
<td>2 days</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>18th</td>
<td>Co-ordinator Training Day</td>
<td>To share findings of the University of Leicester project: Lesson from analyses of decision letters</td>
<td>Co-ordinators &amp; Managers</td>
<td>Taunton</td>
<td>1 day</td>
<td>30 CD</td>
<td></td>
</tr>
<tr>
<td>*21st (tbc)</td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making</td>
<td>Members</td>
<td>London</td>
<td>2 hrs (evening)</td>
<td>25 CD</td>
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</tr>
<tr>
<td>24th</td>
<td>Workshop – Publication of lay summaries</td>
<td>Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications</td>
<td>Members</td>
<td>Bristol</td>
<td>1 day</td>
<td>35 CD</td>
<td></td>
</tr>
<tr>
<td>28th</td>
<td>Road Shows</td>
<td>To inform on the NRES business plans as well as national and emerging priorities</td>
<td>Members Co-ordinators</td>
<td>Birmingham</td>
<td>½ day (am)</td>
<td>50 CD</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Description</td>
<td>Participants</td>
<td>Location</td>
<td>Duration</td>
<td>Type</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>28th (tbc)</td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>Birmingham</td>
<td>½ day (pm)</td>
<td>CD</td>
<td></td>
</tr>
<tr>
<td><strong>DECEMBER 2008</strong></td>
<td><strong>1st-2nd</strong></td>
<td>NRES Annual Conference</td>
<td>Opportunity for REC Chairs and Co-ordinators to network, hear NRES business plans, to feedback to NRES</td>
<td>Chairs &amp; Co-ordinators</td>
<td>London</td>
<td>evening lecture &amp; full day</td>
<td>300</td>
</tr>
<tr>
<td>4th</td>
<td>Shared Ethical Debate</td>
<td>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 <strong>NB:</strong> limited to representatives of RECs who took part in the Shared Ethical Debate exercise in August/September 2007</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>3rd-5th</td>
<td>Training the Trainer</td>
<td>To provide staff who will be delivering RED training and chairing meetings with the necessary training tools</td>
<td>REC Mentors &amp; Managers</td>
<td>York</td>
<td>3 days</td>
<td>12</td>
<td>GC</td>
</tr>
<tr>
<td>3rd</td>
<td>Mental Capacity Act – Workshop</td>
<td>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.</td>
<td>Members</td>
<td>Reading</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>8th (tbc)</td>
<td>NRES/RECs Discussion Day</td>
<td>To share findings of the University of Leicester project: Lesson from analyses of decision letters</td>
<td>All</td>
<td>Manchester</td>
<td>1 day</td>
<td>50-60</td>
<td>CD</td>
</tr>
<tr>
<td>8th</td>
<td>Mental Capacity Act – Workshop</td>
<td>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.</td>
<td>Members</td>
<td>Manchester</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>9th</td>
<td>Shared Ethical Debate</td>
<td>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 <strong>NB:</strong> limited to representatives of RECs who took part in the Shared Ethical Debate exercise in August/September 2007</td>
<td>Members</td>
<td>Birmingham</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>10th</td>
<td>Facilitation Skills Training</td>
<td>Training for those who will lead training events and facilitate at training days</td>
<td>Members Co-ordinators Managers</td>
<td>Leeds</td>
<td>1 day</td>
<td>12</td>
<td>GC</td>
</tr>
</tbody>
</table>

*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

## Quarter 4

<table>
<thead>
<tr>
<th>Date</th>
<th>Training Event</th>
<th>Brief Outline</th>
<th>Audience</th>
<th>Location</th>
<th>Duration</th>
<th>No. of places</th>
<th>NRES Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JANUARY 2009</strong></td>
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<tr>
<td>7th</td>
<td>Publication of Lay Summaries – Workshop</td>
<td>Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications</td>
<td>Members</td>
<td>Newcastle</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>11th</td>
<td>Emergency Research – Recruitment and Consent Procedures</td>
<td>Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>40</td>
<td>CD</td>
</tr>
<tr>
<td>12th</td>
<td>Publication of Lay Summaries – Workshop</td>
<td>Discussion on the implementation of policy commitment to publish lay summaries of research and REC opinion on research applications</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>35</td>
<td>CD</td>
</tr>
<tr>
<td>13th</td>
<td>Induction Training for New members</td>
<td>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)</td>
<td>Members</td>
<td>Leeds</td>
<td>1 day</td>
<td>20</td>
<td>GC</td>
</tr>
<tr>
<td>14th</td>
<td>Road Shows</td>
<td>To inform on the NRES business plans as well as national and emerging priorities</td>
<td>Members</td>
<td>Basingstoke</td>
<td>½ day</td>
<td>50</td>
<td>CD</td>
</tr>
<tr>
<td>15th</td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>Basingstoke</td>
<td>½ day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>16th</td>
<td>Researcher Training Day</td>
<td>As per 19th June 08</td>
<td>Researchers</td>
<td>Cambridge</td>
<td>1 day</td>
<td>60</td>
<td>CD</td>
</tr>
<tr>
<td>15th</td>
<td>Emergency research – recruitment and consent procedures</td>
<td>Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>40</td>
<td>CD</td>
</tr>
<tr>
<td>16th</td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>Cambridge</td>
<td>½ day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>20th</td>
<td>Co-ordinator Training Day</td>
<td>To share findings of the University of Leicester project: Lesson from analyses of decision letters</td>
<td>Co-ordinators &amp; Managers</td>
<td>Manchester</td>
<td>1 day</td>
<td>30</td>
<td>CD</td>
</tr>
<tr>
<td>21st</td>
<td>Accreditation Workshop</td>
<td>To support preparation and sign off of audits for committees coming up for accreditation</td>
<td>Co-ordinators &amp; Managers</td>
<td>London</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>22nd</td>
<td>Risks and Radiation: What RECs need to know - Workshop</td>
<td>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</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>25</td>
<td>CD</td>
</tr>
<tr>
<td>26th – 27th</td>
<td>Recruitment and Selection</td>
<td>To ensure recruitment processes to RECs are transparent and within legal framework</td>
<td>Members</td>
<td>Leeds</td>
<td>2 days</td>
<td>20</td>
<td>GC</td>
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### FEBRUARY 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Road Show</th>
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<th>Members</th>
<th>Location</th>
<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>tbc</td>
<td>Road Show</td>
<td>To inform on the NRES business plans as well as national and emerging priorities</td>
<td>Members Co-ordinators</td>
<td>Newcastle</td>
<td>½ day (am)</td>
<td>50 CD</td>
</tr>
<tr>
<td>5th</td>
<td>Medical Devices – Workshop</td>
<td>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</td>
<td>Members &amp; Researchers</td>
<td>Reading</td>
<td>1 day</td>
<td>35 CD</td>
</tr>
<tr>
<td>10th</td>
<td>Emergency Research – Recruitment and Consent Procedures</td>
<td>Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns.</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>40 CD</td>
</tr>
<tr>
<td>12th</td>
<td>Minute-taking training</td>
<td>To train REC staff on what needs to be in the REC minutes and to ensure consistency of documentation</td>
<td>REC Staff &amp; Managers</td>
<td>York</td>
<td>1 day</td>
<td>12 GC</td>
</tr>
<tr>
<td>16th</td>
<td>Personal Data in Research</td>
<td>Understanding of DPA, Section 60 and PIAG; new process for review of databases; major developments in information governance</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>40 CD</td>
</tr>
<tr>
<td>17th</td>
<td>Holding</td>
<td></td>
<td>Researchers</td>
<td>Nottingham</td>
<td>1 day</td>
<td>30 CD</td>
</tr>
<tr>
<td><em>18th (tbc)</em></td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>London</td>
<td>½ day</td>
<td>25 CD</td>
</tr>
<tr>
<td>20th</td>
<td>Induction Training for New members</td>
<td>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)</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>20 GC</td>
</tr>
<tr>
<td>25th</td>
<td>NRES Southern Annual Conference</td>
<td>Opportunity for REC members to network, hear NRES business plans, feedback to NRES</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>150 GC</td>
</tr>
<tr>
<td>26th</td>
<td>Facilitation Skills Training</td>
<td>Training for those who will lead training events and facilitate at training days</td>
<td>Members Co-ordinators Managers</td>
<td>Bristol</td>
<td>1 day</td>
<td>12 GC</td>
</tr>
<tr>
<td><em>27th (tbc)</em></td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>Newcastle</td>
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### MARCH 2009

<table>
<thead>
<tr>
<th>Date</th>
<th>Road show</th>
<th>Description</th>
<th>Members</th>
<th>Location</th>
<th>Duration</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>tbc</td>
<td>Road show</td>
<td>To inform on the NRES business plans as well as national and emerging priorities</td>
<td>Members Co-ordinators</td>
<td>Manchester</td>
<td>½ day (am)</td>
<td>50 CD</td>
</tr>
<tr>
<td>6th</td>
<td>Human Tissue Act – Workshop</td>
<td>To support REC members in the ethical review of individual projects using relevant material and the ethical review of research tissue banks</td>
<td>Members</td>
<td>Birmingham</td>
<td>1 day</td>
<td>35 CD</td>
</tr>
<tr>
<td>10th</td>
<td>Emergency research – recruitment and consent procedures</td>
<td>Controversial and ethically difficult area; new provisions in Clinical Trials Regulations and MCA; stakeholder concerns</td>
<td>Members</td>
<td>London</td>
<td>1 day</td>
<td>40 CD</td>
</tr>
<tr>
<td>12th</td>
<td>Researcher Training Day</td>
<td>As per 19th June 08</td>
<td>Researchers</td>
<td>Manchester</td>
<td>1 day</td>
<td>60 CD</td>
</tr>
<tr>
<td>17th</td>
<td>Induction Training for</td>
<td>1 day induction training tailored by NRES for new REC</td>
<td>Members</td>
<td>Cambridge</td>
<td>1 day</td>
<td>20 GC</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Description</td>
<td>Participants</td>
<td>Location</td>
<td>Duration</td>
<td>Room</td>
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<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>18th</strong></td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>London</td>
<td>2 hrs</td>
<td></td>
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<tr>
<td></td>
<td><em>(tbc)</em></td>
<td></td>
<td></td>
<td></td>
<td>(evening)</td>
<td></td>
</tr>
<tr>
<td><strong>18-19th</strong></td>
<td>Advanced Ethics Training</td>
<td>Focus on changes in the ethical review processes, ethical theory and ethical debate exercises using complex cases. (Aimed at longer serving members)</td>
<td>Members</td>
<td>Cambridge</td>
<td>2 days</td>
<td></td>
</tr>
<tr>
<td><strong>23-24th</strong></td>
<td>Induction Training for REC staff</td>
<td>Role of Co-ordinator, ethical review processes. To cover SOPs and GAfREC, QA, Policy, Corporate and support to Chair</td>
<td>Co-ordinators &amp; Assistants</td>
<td>London</td>
<td>2 days</td>
<td>GC</td>
</tr>
<tr>
<td><strong>25th</strong></td>
<td>RED training for REC staff</td>
<td>Training to follow Induction Training for REC Staff on the use and management of the Research Ethics Database</td>
<td>Co-ordinators &amp; Assistants</td>
<td>London</td>
<td>1 day</td>
<td>GC</td>
</tr>
<tr>
<td></td>
<td><em>(tbc)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>26th</strong></td>
<td>Issues and Arguments Seminars: (topic tbc)</td>
<td>Forum for debating a range of ethical issues impacting on the work of RECs. Opportunity to share best practice in decision-making.</td>
<td>Members</td>
<td>Manchester</td>
<td>½ day (pm)</td>
<td></td>
</tr>
<tr>
<td><strong>26th</strong></td>
<td>NRES Northern Annual Conference</td>
<td>Opportunity for REC members to network, hear NRES business plans, feedback to NRES</td>
<td>Members</td>
<td>Manchester</td>
<td>1 day</td>
<td>GC</td>
</tr>
<tr>
<td><strong>27th</strong></td>
<td>Personal Data in research</td>
<td>Understanding of DPA, Section 60 and PIAG; new process for review of databases; major developments in information governance</td>
<td>Members</td>
<td>Birmingham</td>
<td>1 day</td>
<td>CD</td>
</tr>
</tbody>
</table>

* to be confirmed by end of September 2008