**Department:** **UAMS Human Research Advisory Committee**
**Policy Number:** **3.8**
**Section:** **Committee Membership**
**Effective Date:** **July 31, 2002**
**Revision Date:** **November 18, 2002**

## SUBJECT: Training

**Orientation.** The HRAC Chairs and the Compliance Manager provide orientation. A packet which includes HRAC forms, required consent language, guidelines for reviewing proposals, guidelines from Office of Human Research Protection (OHRP) and Food and Drug Administration (FDA), and a copy of *Ethics of Reseach with Human Subjects* (Sugarman et al., 1998) are provided to each new member.

**Continuing Education.** The Chair and staff attend national conferences from which they provide summary materials (including audio tapes) for the HRAC members. HRAC members are also encouraged to attend national meetings. HRAC members must complete the mandatory investigator training every two years. Additionally, members may attend educational sessions held prior to regular meetings as well as bi-annual policy meetings, and form sub-committees regarding controverted issues requiring additional guidance.

At convened HRAC meetings, a member of the HRAC office will update members regarding:

1. Current federal regulations
2. Local policies and procedures
3. Any changes in federal regulations
4. Any changes in local policies and procedures
5. Pertinent articles from publications, the DOE “Protecting Human Subjects” newsletter, and OHRP “Dear Colleague” letters
6. Other items as requested by the HRAC

**Reference materials.** The HRAC maintains a library of reference material for the use of HRAC committee members, researchers, and their staffs.