SDRN: Scottish Diabetes Research Network

Research Nurse Training

Clinical S.O.P. No.: 13

Version 1.1

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CHIEF SCIENTIST OFFICE

DOCUMENT HISTORY

Version number	Detail of purpose / change	Author / edited by	Date edited
1.0	New SOP	Shona Brearley	
1.1	Change to wording relating to fire safety training.	Louise Greig	June 2013

Research Nurse Training

1. Introduction

ICH GCP guidelines states that 'each individual involved in conducting a trial should be qualified by education, training and experience to perform his or her respective tasks'. This means that the Research Nurses involved in this study must be appropriately trained and competent in carrying out all of the procedures.

2. Objectives

To describe the procedures used within the Scottish Diabetes Research Network to ensure that all nurses working on SDRN studies are competent to perform this research to the highest possible standard and to ensure the integrity of the data.

3. Responsibility

Nurses should only perform procedures that they have been fully trained in and deemed competent to perform. As per the UKCC Code of Conduct, nurses are accountable for all the actions they take in the course of their studies.

4. Equipment

- No equipment required in this SOP.

5. General Points

The Research Nurse must identify gaps within his/her knowledge base and communicate these to his/her line manager/SDRN Central Office.

6. Procedure

- All research nurses must hold a valid ICH GCP Certificate.
- All staff will attend local CPR and fire safety lectures on an annual basis or as directed by local guidelines.
- Induction programmes will be set up for all new staff.
- Each nurse will maintain their own training record.
- Each nurse will agree an individualised learning plan with their line manager.
- Research nurses will attend investigator meetings, relevant to their studies.
- Research nurses will keep their diabetes knowledge up to date and attend training courses, as appropriate.
- All nurses will be encouraged to attend study days as organised by SDRN.