Joint Research Management Office Standard Operating Procedure for:			
JRMO staff training and induction			
SOP Number:	**34b**	Version Number:	**4.0**
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Purpose:
The purpose of this standard operating procedure (SOP) is to provide guidance to ensure all members of the Joint Research Management Office (JRMO) receive an induction into office procedures including Health and Safety requirements for the building.   This SOP also provides guidance to ensure that all members of JRMO staff have appropriate training records in place e.g., creation and maintenance of clinical research training records (where relevant to that section), all JRMO staff involved in clinical research are trained to effectively carry out their roles and all JRMO managers complete the appropriate tasks required for staff leaving the JRMO.

Scope:
All JRMO staff.

Abbreviations:	
Barts Health	Barts Health NHS Trust
GCP	Good Clinical Practice
JRMO	Joint Research Management Office
QA	Quality Assurance
Queen Mary	Queen Mary, University of London
SOP	Standard Operating Procedure

SOP Text:		
	Responsibility	**Activity**
Induction of all new JRMO staff		
1.	Line manager	**Once the start date has been established, the line manger should ensure they are present on the staff members' first day.** **I**f this is not possible this should be delegated and the new staff member clearly told who to report to.
2.	Line Manager	**Work with the Office Manager and PA to obtain IT permissions, access cards and other required access for new staff member.** Ensure the Office Manager and PA is informed of what access, IT accounts and folder access is required. This should be actioned prior to start date.
	Office Manager and PA	**As requested by new staffs line manger arrange access and permissions**: • Support new staff member with IT requirements and connectivity. Obtain ID badges for Queen Mary University of London (Queen Mary) and/or Barts Health NHS Trust (Barts Health) for new JRMO staff members. and support collection from relevant organisational site • Arrange any location specific induction including any risk assessments, Health & Safety or other organisational requirement. • On the staff members first day: familiarise the new staff member with the office layout and introduce the new staff member to other JRMO staff and the office fire marshals and first aiders.
3.	Line Manager	**Completes staff induction checklist with new staff member.** Ensure new members of staff complete the new starter induction checklist (*see associated document 1*). When going through the induction checklist line managers are expected to identify any staff specific requirements, training requirements and ensure that the staff member fully understand all items covered in the *associated document 1.*
Staff Training (Pre-award, International and Governance section only)		
4.	Line Manager	**Inform all staff of the requirement that their personal training records are compiled and kept up to date.** Ensure that all staff have read and understood SOPs relevant to their roles. Where applicable, please refer to the current JRMO training matrix, located on EDGE, for applicable SOPs. The line manager must ensure staff maintain personal training records and are stored in a central location/file for access.
5.	Pre-award, International and	**All personal staff training files should contain the appropriate details (See Appendix A).**

	Governance section	**Governance Section only:** For new starters, a meeting with the QA Manager should be arranged to provided training on the use of EDGE for logging all training records. See *associated document 2* for further guidance on electronic training records For details of Governance Section specific role training requirements, please see *Associated Document 3 Staff specific training for the Governance section*. **Pre-Award and International Team:** Required training will be logged as per local team requirements. For teams not using electronic methods of recording training, templates logs are available for use (*SOP 34a Template 1 SOP Reading Log* and *SOP 34b Template 1 Training Log*)
6.	Pre-award and International staff	**Keep the training record in the work place for review if necessary by their line-manger or during an audit.** The record can be kept by the individual or centrally by the team leader.
7.	Line manager	**Review training record at probation meetings and subsequently at a minimum yearly during appraisal season.**
Leaving JRMO staff		
8.	Staff Member	**Staff may take their original training file with them on leaving the JRMO employment.** Leaving staff from the Governance Section can download a copy of the training records stored on EDGE in excel format.
9.	Line manager	**Ensure leaver's checks are completed** (see *Associated Document 4 for template*).For the Governance Section, this can be uploaded to EDGE and retained. For all other staff, records retention is managed with individual sections as per organisation retention policy.

Change control

This section outlines changes from version to version

Section changed	Summary and description of changes
Definitions	Removal of definitions section
Throughout	Reference to the International Team
Associated Document	New associated document - Staff specific training for the Governance Section

List of appendices

Appendix ref.	Appendix name
Appendix A	Contents of personal training record

List of associated documents

Document ref.	Document name
Associated Document 1	New starter induction checklist
Associated Document 2	Electronic Training Records
Associated Document 3	Staff specific training for the Governance section
Associated Document 4	JRMO Leavers' checklist

List of Templates

Template Ref.	Appendix name
Template 1	Training Log

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CONTROLLED DOCUMENT - Uncontrolled if printed or saved locally

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Contents of Personal Training Record

1. Job description

   - *Sign and date (Optional).*

   - *Updated every 2 years.*

   - *Re-sign current version if updated job description isn't required.*

2. CV

   - *Sign and date (Optional).*

   - *Update every 2 years.*

   - *The Health Research Authority CV template should be used.*

3. Staff Training Record

   - *All attendance of training courses relevant to your role should be logged here.*

   - *This should include mandatory ,role specific (located in the training matrix) and internal governance training*

   - *Locations of training course information are located in the bottom of this appendix.*

4. Certificates of attendance

   - *All certificates relevant to your current role*

5. SOP reading log

   - *All SOPs and external documents relevant to the job role should be read, understood and signed off in this log.*

   - *The relevant SOPs and reading material are found in the training matrix located on EDGE*

6. Correspondence

   - *Course bookings, emails relating to training etc.*

7. Miscellaneous

   - *Any other information that might be deemed relevant to training*