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|  | Title: Induction of New Staff | Author: G. Cockerill | Date: 2/Oct/2012 |
| | No: SOP_R16 | New Author: P. Madhou | Date: 1/Sept/2024 |
| | Version: 6 | | Review Date March 2026 |




SOP_R16 : INDUCTION OF NEW STAFF

Disclaimer

When using this document, please ensure that the version you are using is the most up to date either by checking on the City St George's /PORTAL/HTA website for any new versions or contact the HTA coordinator to confirm the current version.

Out of date documents must not be relied upon and should be destroyed.

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|------------|----------------|---|--------------------|----------------------|
| 6 | Aug 2024 | City merge, review and formatting | PM | HTLRG |
| 5 | Sept 2023 | New DI, updated contacts & formatting | AS | HTLRG |
| 4 | March 2020 | Review (Amended Section 2.1) | AS/PL | HTLRG |
| 3 | March 2018 | Reviewed & Amended (New Author) | AS | PL |
| 3 | July 2017 | Reviewed and PD contact details updated | AS | PL |
| 3 | July 2017 | Reference to HTA codes updated | PL | HTLRG |
| 3 | July 2017 | Reviewed and PD contact details | PL | HTLRG |
| 2 | Dec 2016 | Update contact list | AS | PL |
| 2 | Oct 2016 | DI change details | AS | MF |
| 2 | March 2016 | Amended, issued for use | GC | HTLRG |
| 1 | September 2012 | | | |
| 1 | November 2012 | Issued for use | GC | HTLRG |
| 0 | October 2012 | Issued for discussion | GC | |
| Rev | Date | Amendment | Approved by | Authorised by |

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1 Purpose/background

This standard operating procedure outlines the general requirements for induction and training of new staff.

2 Introduction


2.1 All new University staff and students (undergraduate and postgraduate) working with human tissue will undergo an induction program detailing requirement of the HTA and will be required to maintain a training log to document their professional activities. It is the responsibility of the local individual Principle Investigator (PI) to ensure that their new research staff have appropriate qualifications and experience for their posts.

All new staff working with human tissue should be introduced to the project and existing staff by the local individual designate. Principle Investigator or a senior staff member will be responsible for ensuring that the new staff member:

- Has access to and reads all the University Human Tissue SOPs
- Undertakes relevant Health and Safety training
- Undertakes institutional induction training.
- Undertakes the HTA eLearning course and attends one workshop every two years.
- If logging and storing samples, undertakes training in Itemtracker.
- Completes personal induction training record.

All research staff will undertake training on study specific protocols. The PI will formally delegate the task appropriate to the particular study. The delegation of tasks is documented in the delegation log. The delegation log is stored in the site file (for clinical trials).

New laboratory staff will undertake training in the laboratory procedures blood and tissue processing with senior laboratory staff.

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3 HUMAN TISSUE TRAINING CHECKLIST

I (NAME OF SUPERVISOR) am satisfied that, (Name of trained person.....) has been introduced to and is competent to carry out the activities indicated below, during and outside (delete if appropriate) normal working hours and has read the appropriate related Safety Regulations, Codes of Practice, Risk Assessments and Standard Operating Procedures.

1 General induction

- Human Tissue Act
- Human Tissue Authority

2 Use of Item tracker

- importance of tissue tracking
- layout of Item Tracker
- checking in and out samples
- management /administration of Item Tracker
- Secure storage of patient data

3. Specific laboratory techniques


- Tissue culture
- Use of liquid nitrogen
- Use of 80°C freezers (including regular cleaning & defrosting)
- Emergency & contingency measures during freezer breakdowns.
- Others (specify)

4. Consent

- taking consent
- secure storage of consent forms

Signed: **Inductee** **date**

Supervisor **date**

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4 Amendment of SOPs

If, in the course of applying this document, the user identifies a modification which will improve this document, please bring the suggested changes to the attention of the Person Designated (PD) so that amendments can be reviewed and implemented.

5. Contacts DIs and PDs

| | | | | |
|-----------------------------|----|-------------------------------------|----------|--|
| Research Licence | DI | Dr Priya Madhou | Ext 1603 | pmadhou@sgul.ac.uk |
| | PD | Mr Ash Sameja | Ext 2428 | asameja@sgul.ac.uk |
| | PD | Ms Lara Painter | Ext 3077 | lpainter@sgul.ac.uk |
| Anatomy Licence | DI | Miss Georga Longhurst | Ex 5208 | glonghur@sgul.ac.uk |
| | PD | Mr Paul Carter | Ext 5228 | pcarter@sgul.ac.uk |
| | PD | PATHOLOGY MUSEUM Dr Carol Shiels | Ext 0729 | cshiels@sgul.ac.uk |