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Title: TRAINING AND COMPETENCY ASSESSMENT

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Location: CBE Laboratories

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## **1. PURPOSE**

The intent of this SOP is to describe the process for the identification, provision, assessment and recording of training and competency.

## **2. SCOPE**

This SOP applies to CBE personnel responsible (ie the CBE Laboratory Manager and Designated Trainers) for the provision of training and assessment of competency. Under the requirements of the University Biological Safety Policy and the local CBE Code of Practice, this SOP applies to new personnel seeking to gain authorised access to the CBE Containment Level 2 Laboratories and who may be exposed to hazardous substances. It specifies the responsibilities for ensuring that appropriate training takes place and indicates if and how training should be recorded.

**Special Note:** Training for HTA Competency is covered in separate SOP.

## **3. RESPONSIBILITES**

### **Principal Investigator/Supervisor/Line Manager:**

- Ensures that persons working with hazardous materials, equipment or procedures are competent to do so
- Ensures implementation and completion of identified training procedures,
- Ensures resources are allocated for identified training within budgetary constraints,
- Monitors employee performance to identify the need for retraining or additional training

### **Laboratory Manager (or Deputy):**

- Establishes the training schedule for new personnel
- Coordinates the delivery of training for new personnel
- Provides induction training for new personnel
- Provides and/or coordinates Facility Orientation for new personnel
- Reviews the training received and ensures that individual training files are complete,
- Along with the local DSO, authorises entry to the laboratories
- Ensures proper supervision of trainees until training completed
- Monitors employee performance to identify the need for retraining or additional training
- Ensures that employees are kept up to date with any changes that may take place, which could affect the risk and, if necessary, carry out further training.

### **Trainer(s):**

- Decides on the method of competency assessment

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Written by: P. Hourd	Reviewed by: C. Kavanagh	Approved by: R. I. Temple
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- Performs the training/competency assessment, as required
- Ensures that the training requirements and competency assessment method is effectively documented

### **Trainees**

- Contribute to ongoing identification of their training need
- Complete required training within specified timeframe
- Become and stay knowledgeable in procedures and methods performed
- Complete any training and competency assessment before using an SOP, as required
- Complete the training and competency documentation and submit to their individual training record
- Maintain their own training file, and
- Read and comply with standards, regulations, policies, procedures, and work instructions.

## **4. EQUIPMENT AND MATERIALS**

N/A

## **5. PROCEDURE**

### **STEP 1: Identification of Training Requirements**

Responsibility – Laboratory Manager (or Deputy)

- (1A) Create a Training Record for the Trainee. Ask Trainee to complete and submit Section A of the Training Record (to the LM).
- (1B) Organise a meeting with the trainee and their supervisor, line manager or PI, as appropriate
- (1C) Identify and agree the training requirement for the trainee. Complete Section B of the Training Record.

**NOTE:** *The level of training shall be determined by the trainee's educational qualifications, experience and knowledge of the work to be performed and complexity of the work activity. The training provided shall be appropriate to the level of risk involved (identified by risk assessment of the work to be undertaken) and should include elements of theory as well as practice.*

- (1D) Agree a time bound training plan.
- (1E) Identify and inform the trainers

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- (1F) If there is sufficient knowledge of the work activity to be performed ensure the following:
- (i) If the trainee is likely to be exposed or potentially exposed to hazardous substances they must submit a confidential Health Surveillance form to the Occupational Health Advisor.
  - (ii) If the trainee is likely to be working directly with human biological material (or Hepatitis B virus), they may be required to be vaccinated against Hep B. The Occupational Health Advisor shall determine the need based on the trainee's immunisation history and on the degree of risk involved. If undertaken, a record of the immunisation should be recorded in individual Training Records.
  - (iii) If the trainee is likely to be exposed or potentially exposed to hazardous substances, processes or equipment they must submit and gain approval of the appropriate risk assessment before commencing the work. This may identify the need for additional training related to new materials, methods, processes or equipment, to that identified in Step 1C.

### **STEP 2: Implement and Complete Induction & Orientation Training**

Responsibility – Laboratory Manager (or Deputy)

- (2A) Complete Induction Training Module
- (2B) Complete (or coordinate with designated trainers) the Laboratory & Facility Orientation Module

**NOTE:** *May include, but not limited to, introduction to co-workers, personnel policies, working conditions and responsibilities, daily routine, issuance of manuals and quality system and any miscellaneous matters.*

### **STEP 3: Implement and Complete Safety Training and Competency Assessment**

Responsibility – Designated Trainer(s)

- (3A) Complete Laboratory Safety Training and Competency Assessments.

**NOTE:** *Shall include, but not limited to the following:*

- *Exposure Control Procedures and Risks created by exposure*
- *Working practices and precautions in the laboratory*
- *How to use PPE*
- *Cleaning & disinfection procedures*

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- *Hazardous Waste Management that includes training on handling, storage, and disposal of hazardous materials*
- *Emergency response procedures*
- *Details of the risk assessments for the work to be undertaken explaining both the nature of the hazards and the use of control measures*
- *Aseptic Technique training and lab induction with Laboratory Leader*

(3B) Ensure that a record of the outcomes is filed in the trainee's Training Record, as appropriate.

NOTE: May include, but not limited to, training checklists, attendance sign-in sheets or certificates for in-house training, certificates from manufacturer's training courses

(3C) Ask the trainee to complete their Training Record and submit to the LM once all training has been completed.

**STEP 4: Authorisation**

Responsibility – Laboratory Manager (or Deputy)

(4A) Review the Training Record and submit to the DSO for final approval and authorisation.

(4B) Inform the trainee of the conditions for authorised entry. Before work can commence, check that the appropriate risk assessments have been approved

(4C) Update the list of Authorised Users

**NOTE:** *Authorised employees will be retrained whenever significant changes occur in policies, values, goals, procedures i.e. SOPs, processes, and methods or instruments.*

**NOTE:** *Employees will be retrained when the level of performance is unsatisfactory.*

**6. DOCUMENTATION**

i)CBE Training Record

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**SOP Version History**

Version Reviewed	Date Revised/ Reviewed	Revision Summary	New Version Number
	9 <sup>th</sup> September 2010 Reviewed by C. Kavanagh	Annual Review – Minor editorial revisions. New version issue not required.	None issued
1	19 <sup>th</sup> October 2011 Reviewed by C. Kavanagh	Annual Review & update following update to CBE training package. 3. Removed CBE induction checklist from the list of references. All encompassed into the new training package. 7 (i) Added the statement ‘All laboratory staff must submit a Health Surveillance form to Occupational Health’. 7.i (i) Presentations & laboratory tours were added to the list of possible training elements.	2
2	1 <sup>st</sup> Nov 2011 Revised by P.Hourd	Revised to describe the stepwise process for training new personnel following a lean review of the procedure	3
3	01.10.12 P.Hourd	Annual Review – no amendments	Not Issued
<b>3</b>	23 <sup>rd</sup> November 2015 C. Kavanagh	<i>Annual review- i)Added a Special Note to scope section to say ‘Training for HTA Competency is covered in separate SOP’.</i>	4
<b>4</b>	25 <sup>th</sup> June 2018 By C.Kavanagh	Annual review with minor amendments including: Section 3A adding i)Aseptic Technique training and lab induction with Laboratory Leader.	<b>4</b>

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