

Research Ethics Board Standard Operating Procedure Addendum

The Holland Bloorview Research Ethics Board (HB REB) has adopted the N2/CAREB REB SOPs. Some internal practice requirements differ from those in the N2/CAREB SOPs. This SOP addendum describes the specific HB REB requirements related to the N2/CAREB SOP noted below.

SOP #	Title
108.005	Standard Operating Procedures Maintenance

N2/CAREB REB SOP Section #	HB REB SOP Addendum
5.1 Development, Review, Revision and Approval of Policies & Procedures 5.1.1 The REB SOP Committee will review the SOPs at least every 3 years. If revisions are not required a memo will be posted alongside the documents to indicate that the review was conducted. Applicable SOPs will be reviewed sooner if changes to regulations, policies, or standard practice warrant revisions or the creation of new SOPs; 5.1.6 Signature on the SOP as determined by organization policy will denote SOP approval. A new final version of the SOP supersedes any previous versions. 5.2 Distribution and Communication 5.2.2 The SOPs will be available to REBs, Researchers, researcher sites, Sponsors, and Regulatory Authorities as required; 5.2.6 Evidence of training must be documented and retained in accordance with institutional record retention policies.	5.1.1 In addition: The qualified REB Office Personnel will review the SOPs and associated addendums (if applicable) if there are changes to regulations, guidelines or standard practices. Review of the SOPs and associated addendums (if applicable) will also occur when new versions of the N2 CAREB REB SOPs are released. 5.1.6 Replace by: An authorization to adopt the SOP will be signed by the Chair or designees to denote approval of the SOP and/or addendum. The SOP addendums will include a statement to denote the review and approval date for use by the HB REB. The signed document will be maintained by the REB office. 5.2.2 In addition: The revised SOP(s) and addendums (if applicable) will be circulated by the REB Office Personnel and REB Chair or designee to the REB. Once reviewed by the REB Chair or designee, SOP(s) and addendums (if applicable) will be brought to the next Full Board meeting for review. 5.2.6 Replace by: Evidence of training must be documented and retained on the REB/REO shared folders.

Revision History	
Version Date	Summary of Changes
December 12, 2022	Original Version
June 26, 2023	Updated to be in line with revised N2 CAREB SOP
July 13, 2026	Updated to be in line with revised N2 CAREB SOP Added clarification to procedure for retention of training documentation
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	