

Training Matrix - April 2021
Version 3

SOP/WI No.	SOP/ WI Title THIS TRAINING MATRIX IS TO BE USED AS AN ESSENTIAL GUIDE, ALTHOUGH WE STRONGLY RECOMMEND THAT YOU READ ANY SOPs RELEVANT TO YOUR PARTICULAR STUDY OR ROLE	SOP/ WI Title																
		Chief Investigators - CTIMPs (Trust or University)	Chief Investigators - Non-CTIMPs (Trust or University)	Principal Investigators & Co-Investigators (Trust or University)	Clinical Research Practitioner/Nurse/Officer (Trust or University)	NHR Exeter CRF RILD Practitioner/Nurse/Officer (Trust or University)	NHR Exeter CRF DVRC Practitioner/Nurse/Officer (Trust or University)	Trials Administrators Bands 2-6 (Trust or University)	Research Support Staff (Trust or University)	R&D Pharmacists & Pharmacy Technicians	NHR Exeter CRF Technical Team	Project Coordinators for research studies (Trust or University)	R&D Senior Management (clinical)	R&D Senior Management (non-clinical)	Quality Assurance Coordinator (Trust or University)	R&D Facilitators Bands 4-6	R&D Finance Officers	Research IT Analysts/Data Managers (Trust or University)
Standard Operating Procedures																		
S01	Preparation of Standard Operating Procedures in Research and Development	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Gaining Regulatory Approvals																		
S09	Application for CTIMP Sponsorship V2 02/03/2017	x																
S11	Delegation of Roles for Trust Sponsored CTIMPs V3 01/07/2019	x	x															
S13	Applying for Ethical Approval V3 15/10/2020	x	x															
S14	Honorary Contracts V2 24/08/2021	x	x	x														
S21	Applying for Trust Approval V3 23/02/2021	x	x	x	x	x	x	x										
S48	Non-CTIMP Sponsorship V2 23/03/2018	x																
Study Set Up																		
S26	Training for Researchers V3 05/07/2021	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
S43	Establishing & Maintaining a TMF V3 24/08/2021	x	x															
Study Management																		
S02	Submitting Protocol Amendments to Regulatory Bodies V3 20/04/2021	x	x															
S05	Serious Breaches V5 23/03/2021	x	x	x	x	x	x	x										
S22	Safety Reporting V5 12/12/2017	x	x	x	x	x	x	x										
S31	Reporting Required for CTIMP Studies V3 20/04/2021	x	x															
W141	SAE & SUSAR Handling Procedure V2 30/01/2015	x	x	x	x	x	x	x										
S52	Urgent Safety Measures V3 15/10/2020	x	x	x														
Clinical																		
S15	Informed Consent V6 20/04/2021	x	x	x	x	x	x	x										
S39	Venepuncture in Infants and children V2 07/07/2019				x	x	x	x										
W139	Venepuncture in Infants and children V2 01/07/2019				x	x	x	x										
W144	Administration of Vaccinations V2 25/09/2020				x	x	x	x										
S45	Transportation of Vaccines and other temperature sensitive medicines V3 24/08/2021				x	x	x	x										
S47	Clinical Trial Participants & Pregnancy V2 09/08/2018				x	x	x	x										
S60	Electronic transfer of Prescriptions to Trials Pharmacy V2 07/07/2019	x			x	x	x	x	x									
S66	Managing Medical Emergencies outside main hospital template V2 18/01/2021	x	x	x	x	x	x	x	x									
Close Down & Archiving																		
S03	Archiving of Essential Docs V4 26/06/2019	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
W103	Archiving V4 04/10/2021																	
R&D Specific																		
W101	How to enter a Safety Report on to Q-Pulse V2 26/06/2019																	
S07	Contracts V1.1 30/04/2014																	
S19	Monitoring V5 06/04/2018																	
S29	Letters of Access and Research Passports V4 23/02/2021	x	x	x	x	x	x	x										
S63	Process for dealing with urgent Public Health Research V3 23/09/2021																	
NHR Exeter CRF SOPs and Quality Manual																		
Clinical																		
NHRExeClinical001	Transporting deteriorating or unwell research participants to the Emergency Department, from the RILD research facility																	
NHRExeClinical002	BodPod cleaning, calibration & use																	
NHRExeClinical003	Abdominal/Gluteal fat biopsies																	
NHRExeClinical004	Capillaroscopy																	
NHRExeClinical005	The measurement and analysis of skin maximum hyperaemia																	
NHRExeClinical006	The measurement and analysis of skin peak reactive hyperaemia																	
NHRExeClinical007	Overnight Urine Collection																	
NHRExeClinical008	Microscan Side-stream dark field imaging																	
NHRExeClinical009	Carotid artery ultrasound scanning for intima-media thickness, plaque registration and carotid artery distention assessments (Generic)																	
NHRExeClinical010	NIRS 200 generic																	
NHRExeClinical011	O2C Optical Reflectance Spectroscopy/Laser Doppler Fluximetry																	
NHRExeClinical012	NIRS -NIRONX																	
NHRExeClinical013	Glycocheck																	
NHRExeClinical014	Monitoring and Testing of the Emergency and Nurse Call Bell System																	
NHRExeClinical015	Iontophoresis using Moor Laser Doppler Perfusion Imager (LDPI)																	
NHRExeClinical016	Flicker induced vasodilation																	
NHRExeClinical017	Static retinal photographs on Imedos DVA																	
NHRExeClinical018	Bilateral blood pressure measurements																	
NHRExeClinical019	Sudoscan																	
NHRExeClinical020	Ankle Brachial pressure Index-ABPI																	
NHRExeClinical021	Performing Microaneurysm Turnover Analysis																	
NHRExeClinical022	Corneal confocal microscopy for the assessment of corneal nerve density parameters																	
NHRExeClinical023	Obtaining blood samples from a peripheral venous catheter (cannula)																	
NHRExeClinical024	Macular thickness using Spectralis Optical Coherence tomography																	
NHRExeClinical026	Infusing Gadolinium using Medrad MRXperion MR Injection System																	
NHRExeClinical025	Visual acuity by log MAR																	
NHRExe253GEN	Panic Alarms - In hours protocol for nominated person																	
HTA																		
NHRExeHTA001	Working under the human tissue act at the RD&E	x	x	x														
NHRExeHTA002	NHRExeHTA002 Blood Sample Handling and Separation of Serum and Plasma (incorporates preparation of acellular urine)	x	x	x														
Laboratory																		
NHRExeLaboratory001	Centrifuge operation																	
NHRExeLaboratory002	General pipetting; selection and use																	
NHRExeLaboratory003	Sample retrieval from storage & transfer																	
NHRExeLaboratory004	Peripheral Blood Mononuclear Cells (PBMCs): Sample processing, isolation and storage.																	
NHRExeLaboratory005	Handling liquid nitrogen																	
NHRExeLaboratory007	Freezer Alarm Management																	
NHRExeLaboratory008	Study sample label set design.																	
NHRExe/204/CRF	Laboratory Supplies Preparation-author has left																	
Tissue Bank																		
NHRExeTB001	RD&E Tissue Bank Records																	
NHRExeTB002	Transfer of Human Tissue																	
Quality Manual																		
	Quality Manual																	