ADRN Safe Users of Research data Environments Training

Policy

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Scope

This document outlines the policy which defines who can be considered to meet the requirement for successful completion of training to attain ADRN researcher status and access data in relation to an ADRN project. ADRN is a member of the SURE Consortium and has taken part in developing the training programme and training materials in use. Therefore, this policy recognises the participation of the ADRN in the Consortium, but does not cover the running of the Consortium, the provision of training or the choice and management of trainers.

Definition of Terms

See the ADRN Glossary (ADRN018) for definitions of the terms included in this policy.

1. Introduction

The ADRN facilitates projects that are undertaken by research teams, typically involving a number of individuals. Within these teams there are a range of different project roles undertaken, and as such there will be a variation in requirements to access data across the members of a project team.

In recognition of this the ADRN has adopted an approach which recognises the different roles included in an ADRN project. Table 1 sets out the categories of researcher based upon their requirements for data access and the form of training required.

Table 1

Data access requirements	Category of researcher	Training requirement
Access to linked data sets in secure environment	ADRN Researcher	Successfully completed SURE training
Access to project outputs in an advisory a capacity, but does not need access to data in the secure centre. OR Access to intermediate outputs *(NB: Dependent on which ADRC is facilitating data access, this status may not be available)*	ADRN Associate Researcher	Successfully completed Associate Researcher training
Access to final outputs	Wider research team members	None

2. ADRN Researcher training requirements

ADRN is a member of the SURE Consortium and has taken part in developing the training programme and training materials in use. The training materials are designed to provide an interactive experience with full participation by the researcher.

To ensure that ADRN researchers are able to access data safely, they are required to complete the Safe Users of Research data Environments Training before they access any data provided through the ADRN.

For training to be considered complete, the researcher must attend a SURE training session, actively engage with the training session and pass a test. The pass marks for these are set by the Consortium, and are currently:

Outright Pass (100% correct answers): The researcher may proceed to use the service.

Conditional Pass (minimum of 75% correct answers): The user must have a discussion with a recognised trainer to work through the questions that they got wrong. Once the trainer is satisfied that the user has now correctly understood the components of the training that they had previously not understood they may then proceed to use the service.

Under 75% correct answers is considered a fail and the user must undergo the full training again and then retake the test.

The test must be taken at the conclusion of the SURE training session.

Once the SURE test has been confirmed as passed, the completion of training remains valid for a 2-year period.

Researchers must retake, and pass, the SURE test no more than 2 years after each pass date in order for their training completion to remain valid.[1]

If the test is not passed, then the researcher will be required to retake the training before re-attempting the test.

ADRN researchers will also be required to attend additional training and familiarisation at their chosen secure setting for training on any relevant local procedures.

3. Associate Researcher requirements

In order to become an 'associate' researcher an individual must complete the SURE 'associate' training module. Associate researchers will be required to retake this training at an interval not exceeding 2-years in order for completion of training to remain valid.

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[1] In the case of researchers trained before 04/01/2016. the completion of training will cease to be valid when 3 years have elapsed since the date of the training. The researcher will be required to retake and pass the test. If the test is not passed, then the researcher will be required to take the training course in full. (This also applies to ADRN staff who are required to have undertaken the training)

4. ADRN participation within the SURE Consortium

While the ADRN remain a member of the SURE Consortium, it is assumed that the training and testing arrangements referred to in this document are the Consortium's. In addition, the ADRN will recognise the trainers of the Consortium as competent to deliver the training to ADRN users.

As part of its participation in the Consortium, the ADRN expects:

1. To participate in the annual review of training materials organised by the Consortium members. The first revision under this policy will be December 2016.

2. That if the Consortium is disbanded, the ADRN may choose to continue to use the training materials, test and protocols to administer those.

3. To reserve the right that in the case of developments within the Network or an inability to agree content or procedures for the training, to leave the Consortium.

4. To aim to join with the Consortium in a joint policy to recognise researchers approved and trained by other consortium members, with local variations to recognise restrictions applicable to separate organisations where necessary.