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| **Human Tissue in Research**  **HTA-TEMPLATE-Training Log** |

1. **Purpose**

All staff involved in current and historical human tissue activities should be aware of the required training to ensure compliance with the Human Tissue Act 2004 (HT Act) legislation and Human Tissue Authority (HTA) Codes of Practice.

This template demonstrates how principal investigators (PIs) can retain a log of training research staff/students working with human tissue have completed. Ensure you also keep a copy of certificates to make available for audit.

1. **Scope**

Staff and students working with human tissue must complete the Health Research Authority (HRA) e-learning module: “[Research involving human tissue](https://www.hra.nhs.uk/planning-and-improving-research/learning/e-learning/)” and the National Institute for Health and Care Research (NIHR) e-learning module “[Good Clinical Practice (GCP)](https://learn.nihr.ac.uk/)”.

This training is required for research involving human tissue considered relevant material and/or studies which process human material and render it acellular**.** Refer to the [HTA website](https://www.hta.gov.uk/guidance-professionals/hta-legislation/relevant-material-under-human-tissue-act-2004) list of what human tissue is considered relevant material.

Further training may be required depending on the study, refer to [HTA-CORE-SOP-Human Tissue Training](https://www.swansea.ac.uk/research/research-integrity-ethics-governance/research-governance/human-tissue-act/hta-qms/).

1. **Instructions**

* PI and all staff/students working with human tissue should complete the above-suggested training.
* Copies of certificates should be sent to the PI.
* Amend and fill the template table provided, including yellow highlighted text in the header and footer.
* Copies of certificates must also be submitted with your ethical applications via SU’s [Ethics App](https://myapps.microsoft.com/).
* Remove/delete this cover page.

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| **Date Completed** | **Description of Activity** | **Training Provider** | **Trainee Name** | **Trainee Signature** | **PI Countersign** | **Renewal Date**  *(3 years after completed date)* |
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