



# STANDARD OPERATING PROCEDURE (SOP) WRITING E-COURSE

Do you have to write an SOP but have no idea of where to start?

This practical and straightforward e-learning course will give you the basic skills necessary to start writing SOPs and details the process necessary to ensure effective implementation within your organization.

Regulations and guidelines for clinical researchers are clear, documented processes are essential. Standard Operating Procedures allow organizations to demonstrate that they have interpreted the regulations appropriately and have applied them to their working environment.

## Key Learning Objectives

- Have a clear understanding of the requirements for SOPs in Clinical Research
- Explored options for template setting and layouts for SOPs
- Have written an SOP based on the principles covered
- Be able to identify the need for SOP within your environment

## Course Topics

- Good Business Practices and Regulatory Requirements for SOPs
- Identifying the Need for SOPs and Associated Documents
- Preparing to Write an SOP
- Individual Components of SOPs
- Implementation and Management of SOPs

## Who should attend this course?

- Personnel who are required to write/review SOPs
- Personnel with a responsibility for quality management
- Personnel with an interest in understanding more about SOPs

*Successful participants will be awarded a VSCR certificate which forms a component of the Master of Science Clinical Research programme.*

>> Course Fee	200,- Euro
>> Language	English
>> Course Duration	
- Online course	2 - 3 hours
- Complimentary reading	Approximately 1 hours
- Examination	depending / 1 hour



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