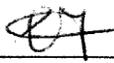
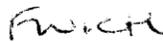


	<b>UNIVERSITY OF MALTA FACULTY OF MEDICINE &amp; SURGERY PHARMACY DEPARTMENT</b>	Ref. No. SOP/PD/104_02
	<b>STANDARD OPERATING PROCEDURE</b>	
	<b>TRAINING</b>	

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<b>Reading Copy</b>	X

<b>Written by:</b>	Corinne Muscat Terribile	<i>Sign/Date:</i>  25/10/10
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## 1. Scope

This Standard Operating Procedure (SOP) applies to the staff and students of the Pharmacy Department, University of Malta to provide the training requirements to be followed.

## 2. Objective

To define the training requirements to be followed by staff and students at the Pharmacy Department.

## 3. Definitions

- 3.1. **Activity:** Any form of procedure that is to be carried out in the laboratory. This may include the use of laboratory equipment or taking part in a practical session.
- 3.2. **High Level SOPs:** The most important SOPs present in the Quality Management System (QMS) of the laboratories. These are the Master SOP (SOP/PD/101), Good Laboratory practice SOP (SOP/PD/102), Health and Safety in the Laboratory SOP, Training SOP (SOP/PD/104) and Laboratory Logbooks SOP (SOP/PD/105).
- 3.3. **Training:** The familiarisation of the user with an SOP before s/he starts to make use of a system, equipment or medical device. It is important for the user to be trained on the SOPs so as to ensure that activities are carried out correctly and safely.

## 4. Responsibility

- 4.1. The designated Laboratory Officer or Laboratory Assistant is responsible for ensuring that this SOP is followed.
- 4.2. The Laboratory Officer is responsible for notifying the members of the Department each time a new version of an SOP is issued.
- 4.3. The demonstrator responsible for a particular session, has to ensure that undergraduate students have followed the appropriate SOPs.

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## 5. Procedure

- 5.1. Ensure that members of the Department (staff and students) that are to perform an activity in one of the laboratories, are trained on the high level SOPs.
- 5.2. Ensure that members of the Department (staff and students) that are to make use of an equipment or medical device, are also trained on these high level SOPs.
- 5.3. Ensure that members of the Department (staff and students) that are to make use of an equipment or medical device, are trained on the respective equipment SOP.
- 5.4. Ask for assistance when information in an SOP is not understood. Always ask a designated Laboratory Officer or Assistant to clarify any difficulties.
- 5.5. Sign the 'Read and Understood' form (Appendix SOP/PD/104\_02/A1) after training on the SOP has been completed.
- 5.6. Train yourself each time a new version of the SOP is issued.
- 5.7. Sign the Read and Understood form for the new version of the SOP again after training is complete.

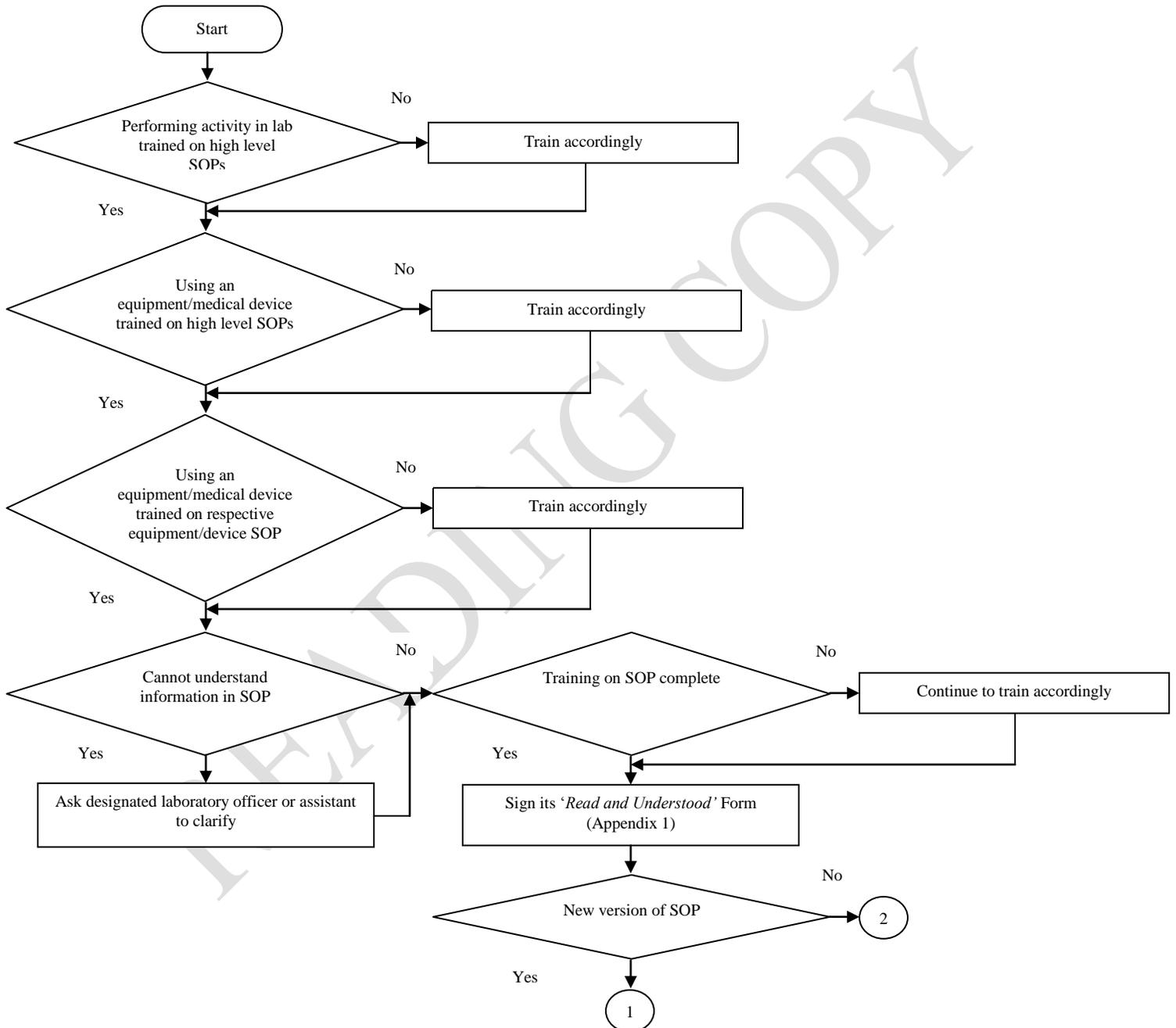


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**5.8 Flow Chart**





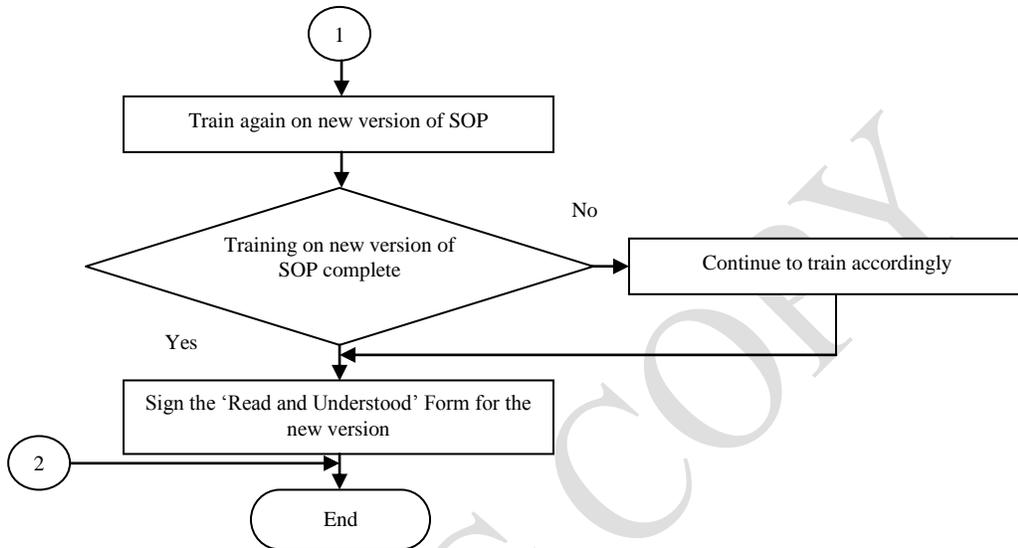
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## 6. Precautions

- 6.1. Emphasise to members of the Department (staff and students) about the importance of training on and signing the Read and Understood forms of the high level SOPs.
- 6.2. Do not allow any members of the Department (staff and students) to make use of any medical device or equipment without prior training and signing of its Read and Understood Form.
- 6.3. Check with the Laboratory Officer to ensure that the correct version of the SOP is being followed.

## 7. References

Not Applicable

## 8. Appendices

SOP/PD/104\_02/A1 – Read and Understood Form

## 9. Revision History

Version Number	Amendments/ Reasons for change
01	Initial Release
02	Activity and High Level SOPs Definitions Reference to Equipment SOPs Inclusion of flowchart

