RWANDA FOOD AND DRUGS AUTHORITY	Department/Unit	Office of The Director General
Document Type: **Standard Operating Procedure**		Doc. Number : QMS/SOP/037
RWANDA FDA Rwanda Food and Drugs Authority	Title: **Preparation and Conduct of Training**	Revision Number: 0
		Revision Date: 18/05/2021
		Effective Date:01/06/2021
		Review Due Date: 01/06/2024

1.0 PURPOSE

1.1 This standard operating procedures(SOPs)provide instructions for initiating, organizing and deploying training in Rwanda FDA

1.2 Ensure that the effective training was performed by identifying both of main objectives and specific objectives of the training

1.3 Ensure that the training gives positive results through the effective follow-up

2.0 SCOPE

This Standard Operating Procedure: Shall apply to all trainings organized by Rwanda FDA

3.0 DEFINITIONS AND ABBREVIATIONS

N/A

4.0 RESPONSIBILITY

4.1 The Director General is responsible for the overall approval of all training

4.2 Heads of Drugs departments are responsible for:

a) Ensuring that all trainings are initiated, organized and deployed with accordance to this SOPs

b) Ensuring the effectiveness of training through well-organized objectives of training.

c) Monitoring and evaluation of the follow-up of the training

4.3 Office of the Chief Finance office is responsible for:
a) Availing the location of where trainings take place
b) Mobilise required fund for trainings

4.4 The Division managers and/or Analysts are responsible for:

a) Sorting objectives of training
b) Coordinating the development and implementation of annual training plans
c) Reviewing the concept note of any training provided under his/her portfolio
d) Identification of participants
e) Developing all training materials to be used in trainings.
f) Reviewing invitation letters of the participants in a training
g) Issuing invitation to trainer from other institutions
h) Setting indicators that will be used during monitoring and evaluation

4.5 Directors/Specialists and/or Officers are responsible for:
a) Preparation of the concept note for trainings
b) Preparation of the invitation letters for the participants

5.0 DISTRIBUTION

4.5 Director General
4.6 Heads of Departments
4.7 Chief of Finance Office

4.8 Division Managers,
4.9 Analysts
4.10 Directors, Specialists and officers

6.0 REFERENCE

NA

7.0 SAFETY PRECAUTIONS

NA

8.0 MATERIALS AND EQUIPMENT

Quality manual, Rwanda FDA guideline and regulations, checklist and reporting forms.

9.0 PROCEDURES

9.1. Preparation of concept note of the training

a) The concept note must show the general introduction, the Rationale of the training for the targeted participants, Methodology to be used, the trainers, the budget of the training and expected results based on the setted indicators.

9.2. Identification of targeted Participants of training

Regulatory Authority take first steps in identifying participants of the training

9.3 Preparation of Invitation letters addressing to the participants

Invitation letters have to be prepared and distributed to the participants at least in 7days before the date of the training.

9.4. Preparation of Training Material

9.4.1 All training materials to be used in the training will be developed and validated 5 days before the date of the training

9.5. Conducting of the training

9.5.1 Pre-test to assess the level of knowledge of participants has to be done before starting the training

9.5.2. Post-test to assess if the participants received the required knowledge has to be done before closure of training

9.5.3 The participants with score greater than or equal to 70% in post-test will be awarded the certificate of completion.

9.5.4 There shall be a trainee feedback questionnaire to be administered to participants for continuous training improvement

10.0 MONITORING AND EVALUATION OF THE EXPECTED RESULT OF THE TRAINING

Monitoring and evaluation will be conducted according to indicators setted in the concept note of the training.

11.0 DOCUMENT REVISION HISTORY

Revision No:	Date	Author	Section(s) Modified	Description of change	Approvals
0	29/03/2021		NA	First Issue	