Glasgow Clinical Trials Unit Guideline

Guideline Number	**57.015A**	Version	**1.0**
Title	**GCRF Training Course Guidance**		

This guidance document must be followed when a training need has been identified, and a new course or workshop is to be developed, piloted and implemented, and when an update to course content has been identified.

Procedure

1. Creation of New Course

The course developer:

- Timeline established for delivery of first course.
- Research regulations, guidance, frameworks and resources to identify up-to-date information for power-point and course content.
- Format draft course agenda, content and working title.
- Creates PowerPoint slide-set with supporting notes incorporated and any additional documents and activities.
- Pilot course to small group.
- Review content and activities to reflect feedback from pilot session.
- Prepare and finalise all course materials.
- Prepare course 'blurb' for promoting and advertising the course.
- Inform administrator course and materials are completed.
- Confirm potential dates for delivery of the course with E&Q Administrator.

The E&Q Administrator:

- Advertise course dates on GCRF Education website.
- Create master folder in common drive for all relevant documents.
- Maintain record of all delegates that register and attend the course.

2. Course Update

The reviewer:

- Timeline established for completion of review.
- Lead reviewer identified.
- Research current regulations, guidance, frameworks, policies and resources to up-date course content as required.
- Update PowerPoint, activities and supporting materials, including PowerPoint notes as required.
- If required due to significant changes pilot with a small group and review content to reflect feedback.
- Finalise all documents and update version numbers.

- Inform E&Q Administrator when review completed, confirming date new version can be used.

The E&Q Administrator:

- Advertise course dates on GCRF Education website.
- Master folder updated in common drive.
- Superseded version retained in archive for 5 years.
- Maintain record of all delegates that register and attend the course.

3. Creation and Update of GCRF training materials

The developer:

- Research regulations, guidance, frameworks and resources to identify up-to-date information for training materials.
- Format draft content and working title.
- Create document.
- Pilot to small group.
- Review content to reflect feedback from pilot.
- Prepare and finalise documentation.
- Inform GCRF staff of new material or updates to existing materials

Glasgow Clinical Trials Unit Guideline

Guideline signatories

Prepared by	Naomi Hickey
Approved by	Lynn Prentice

Document history

Version	Date	Description	Retrospective Implementation
1.0	27/11/2025	First release	No