



STANDARD OPERATING PROCEDURE

SOP NUMBER PHR-003-01	SOP TITLE TRAINING
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PART 1

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PART 2

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PART 3

<p>Authorizer</p> <hr/> <p>Mr Simon Sammut University Secretary - Office of the Secretary Rectorate</p>	<p>Date of Issue:</p> <p>Date of next revision:</p>
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PART 4 (To be filled in by OOS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

- 1.1. Change from SOP/PD/104-03 to the current harmonised University template.

2. Purpose and Scope

- 2.1. This Standard Operating Procedure (SOP) applies to the staff and students of the Department of Pharmacy, University of Malta to provide the training requirements to be followed.
- 2.2. To define the training requirements to be followed by staff and students at the Department of Pharmacy.

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 Management of Standard Operating Procedures at the University of Malta SOP (UNI-001-01), Good Laboratory Practice (PHR-002-01), Health and Safety in the Laboratory SOP (PHR-001-01), Training SOP (PHR-003-01) and Equipment Logbook template (ZRH-OP-002-01).
- 3.3. **Training:** 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. Responsibilities

- 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 must ensure that undergraduate students have followed the appropriate SOPs.

5. Health and Safety Requirements

- 5.1. 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.
- 5.2. 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.
- 5.3. Check with the Laboratory Officer to ensure that the correct version of the SOP is being followed.

6. Procedure

- 6.1. 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.
- 6.2. 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.
- 6.3. 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.
- 6.4. Ask for assistance when information in an SOP is not understood. Always ask a designated Laboratory Officer or Assistant to clarify any difficulties.
- 6.5. Sign the '*Read and Understood*' form (Appendix 2) after training on the SOP has been completed.
- 6.6. Train yourself each time a new version of the SOP is issued.
- 6.7. Sign the Read and Understood form for the new version of the SOP again after training is complete.

7. References

- 7.1. Not Applicable

8. List of Appendices/Worksheets

- 8.1. Appendix 1: Flow Chart
- 8.2. Appendix 2: Appendix 2 - Read and Understood Form



APPENDIX 1

FLOW CHART





