
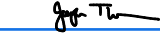





ECTU Central Office WPD_QA_01: Training Record Review of Electronic Staff Training Record

Version No:	1.0
Issue Date:	12 Jul 2024
Effective Date:	15 Aug 2024

Authorship and Approval			
Name and Designation	Author/Reviewer /Approval/ Authorisation	Date	Signature
Tanya Tharakan QA Manager	Author	12-Jul-2024	 <small>Tanya Tharakan (Jul 12, 2024 14:23 GMT+1)</small>
Lynne McGillivray Business and QA Administrator	Reviewer	12-Jul-2024	
Joyce Thomson Chief Operating Officer	Approver	12-Jul-2024	 <small>Joyce Thomson (Jul 12, 2024 13:35 GMT+1)</small>
Tanya Tharakan QA Manager	QA Authorisation	12-Jul-2024	 <small>Tanya Tharakan (Jul 12, 2024 14:23 GMT+1)</small>

Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	15 Aug 2024	Initial Creation

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1. INTRODUCTION

The purpose of this WPD is provide instruction to line managers and team leads within ECTU on the review of the staff electronic training records. This WPD is with reference to ECTU_SOP_QA_02 Maintaining an Electronic Staff Training Record

2. INSTRUCTIONS and GUIDANCE

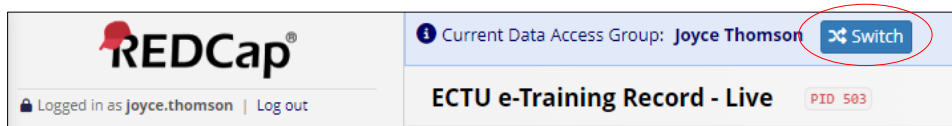
The staff member is expected to complete all sections of the electronic training record as per ECTU_SOP_QA_02 Maintaining an Electronic Staff Training Record before review by their line manager.

2.1 Line Manager Review

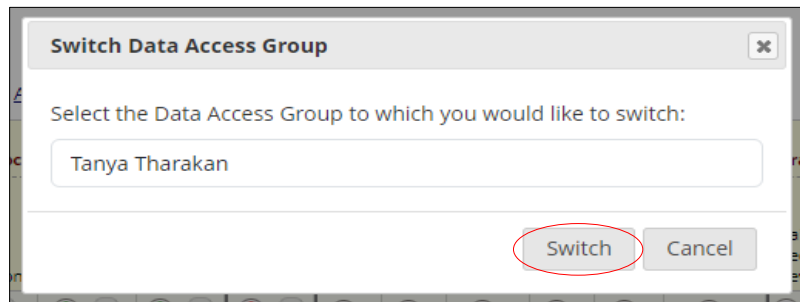
At the time of annual or ad hoc review, as applicable, the following steps are to be followed:

2.1.1 Log into the REDCap Database

2.1.2 Select the “Switch” button at the top of the screen -



2.1.3 Under the “Switch Data Access Group” Select the staff member that you wish to review the training record for and click “switch”



2.1.4 Once the training record is visible, select the “Training Record Review” button

Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Staff Member Name:	QA to Complete		Documents				Training Log	SOP & WPD Read Receipts					Training Record Reviews			
	Staff Info	Roles Held	CVs	Job Descriptions	GCP Certificates	Research Passports	Training	SOPs (AD, DM and HE)	SOPs (IT, OP and QA)	SOPs (REDCap, ST and TM)	WPDs (all teams)	ECTU Policies	ACCORD Documents	Training Record Review	Leavers Review	Archiving
Tanya Tharakan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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2.1.5 Complete the fields using the drop-down menus, then proceed to the below tasks,

- Select the appropriate action for “Were there any findings from the review which require action?”. If “yes” was selected, the details of the findings need to be completed in each text box. A text box should be used for every finding.
- Select the “Confirmation by REVIEWER”, and enter the date/ select “Today”.

Training Record Review

Editing existing Staff Member Name: **Tanya Tharakan**. (Instance #1)

Event: **Training Record Reviews**

Staff Member Name: Tanya Tharakan

Training Record Review

Training Records should be reviewed at minimum annually for all staff.

To be completed by the REVIEWER:

Who is conducting this review: reset

Annual review or ad hoc: reset

Name of reviewer: reset

Reviewer's role: reset

Reviewer's email address: reset

Date of review: reset D-M-Y

Date that next review is due (auto calculated): reset

The staff member's training record must be reviewed in line with ECTU_SOP_AD_01.

Were there any findings from the review which require action? Yes No reset

The reviewer should now complete their sign-off below, which will automatically notify the staff member to log in and provide their own sign-off.

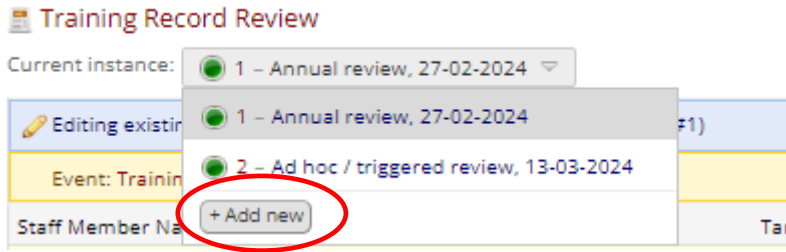
Confirmation by REVIEWER:

As reviewer, I confirm the review is complete and the above information is correct. reset

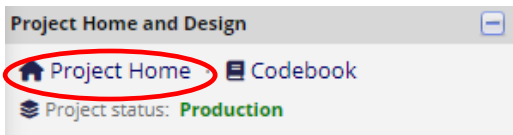
Date confirmed: reset D-M-Y

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2.1.6 For every new review select the “+Add new” button at the top of the page to add a new review record. Do not delete existing records.



2.1.7 Return to the Project Home, once you have completed the review.

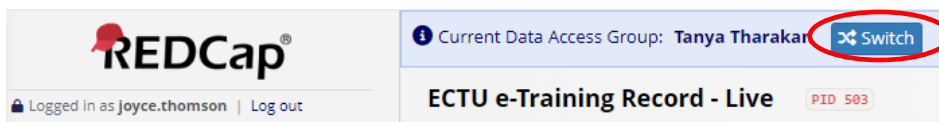


2.1.8 Under Training Record Review the staff members record will now be marked in green.

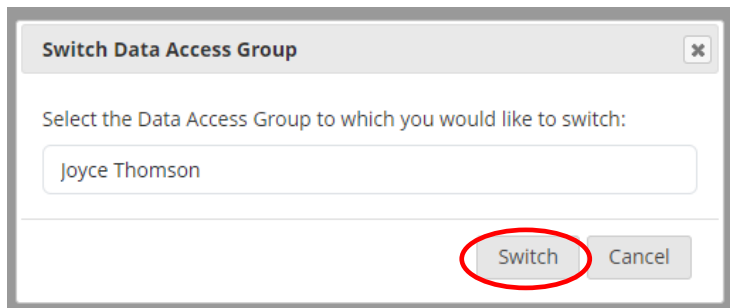
Displaying: [Instrument status only](#) | [Lock status only](#) | [All status types](#)

Staff Member Name:	QA to Complete		Documents				Training Log	SOP & WPD Read Receipts						Training Record Reviews			
	Staff Info	Roles Held	CVs	Job Descriptions	GCP Certificates	Research Passports		SOPs (AD, DM and HE)	SOPs (IT, OP and QA)	SOPs (REDCap, ST and TM)	WPDs (all teams)	ECTU Policies	ACCORD Documents	Training Record Review	Leavers Review	Archiving	
Tanya Tharakan	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

2.1.9 Select the “Switch” button to return to your own data access group



2.1.10 Click on “Switch” to confirm your data access group



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2.1.11 The record is now ready for staff member input/acknowledgement following the review. An automated email notification will be sent to the staff member that a review has taken place and by whom. The staff member will have to complete the pending actions, if applicable and sign off the “Confirmation by STAFF MEMBER” section. If there were no pending actions to be completed by the staff member, the line manager will not receive an email once staff have signed off.

2.2 Quality Assurance Review

2.2.1 Log into REDCap Database.

2.2.2 Select “Record Status Dashboard” under “Data Collection” located on the left-hand side of the page.



2.2.3 Follow sections 2.1.4 to 2.1.8

3. RELEVANT DOCUMENTS AND REFERENCES

[On ECTU Website](#)

- ECTU SOP AD 01 Creating and Maintaining Staff Records
- ECTU_SOP_QA_02 Maintaining an Electronic Staff Training Record

[On ECTU Shared Drive](#)

- ECTU e-Training User Guide

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ECTU_SOP_QA_02 Maintaining an Electronic Staff Training Record v1.0 and other documents

Final Audit Report

2024-07-12

Created:	2024-07-12 (British Summer Time)
By:	Tanya Tharakan (tanya.tharakan@ed.ac.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6WZIK6NocLhGsl_SFpD_WADf71BfdpqP

"ECTU_SOP_QA_02 Maintaining an Electronic Staff Training Record v1.0 and other documents" History

-  Document created by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
2024-07-12 - 12:38:17 GMT+1- IP address: 192.41.114.230
-  Document emailed to Joyce Thomson (joyce.thomson@ed.ac.uk) for signature
2024-07-12 - 12:47:09 GMT+1
-  Document emailed to Lynne McGillivray (lynne.mcgillivray@ed.ac.uk) for signature
2024-07-12 - 12:47:09 GMT+1
-  Document emailed to Tanya Tharakan (tanya.tharakan@ed.ac.uk) for signature
2024-07-12 - 12:47:09 GMT+1
-  Email viewed by Lynne McGillivray (lynne.mcgillivray@ed.ac.uk)
2024-07-12 - 13:09:41 GMT+1- IP address: 192.41.114.226
-  Document e-signed by Lynne McGillivray (lynne.mcgillivray@ed.ac.uk)
Signature Date: 2024-07-12 - 13:10:20 GMT+1 - Time Source: server- IP address: 192.41.114.226
-  Email viewed by Joyce Thomson (joyce.thomson@ed.ac.uk)
2024-07-12 - 13:35:04 GMT+1- IP address: 104.47.11.126
-  Document e-signed by Joyce Thomson (joyce.thomson@ed.ac.uk)
Signature Date: 2024-07-12 - 13:35:47 GMT+1 - Time Source: server- IP address: 94.14.215.249
-  Document e-signed by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
E-signature hosted by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
Signature Date: 2024-07-12 - 14:23:24 GMT+1 - Time Source: server- IP address: 192.41.114.230- Signature captured from device with phone number XXXXXXXX5931

✔ Agreement completed.

2024-07-12 - 14:23:24 GMT+1