Quality Control Document:

Employee Training Record

# Purpose

This document contains a training record template. It is expected that all University of Birmingham (UoB) employees, who are involved in clinical research, undertake training to keep up to date with relevant practices and regulatory requirements. Employees can use this document to record/evidence all completed training relevant to their role.

# Instructions

1. Remove this first instruction page.
2. Update the document’s header with your name and retain the reference to this quality control document (QCD) in the footer.
3. Enter details of any relevant training that you have completed.
4. It is recommended you sign & date this record periodically (e.g. annually).
5. Keep your training record up to date and on file.

# Related documents

* UoB-TRN-SOP-001 Training SOP
* UoB-TRN-QCD-001 Employee CV
* UoB-TRN-QCD-003 Training Attendance Log

Access to the full UoB QMS for clinical research is available via the [CRCT website](https://www.birmingham.ac.uk/research/activity/mds/mds-rkto/governance/index.aspx).

| Dates(dd-mmm-yyyy) | Training organisation and location | Title and/or brief description of course or activity |
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