

How to.....

apply for Good Clinical Practice (GCP) Training at the University of Manchester

The University of Manchester (UoM) provides staff and registered students access to an online, accredited GCP training course developed by Epigeum Ltd. The instructions below outline the steps to registering and accessing the course.

Important: UoM staff and registered students are able to access the course for free but only when it is accessed through the University. The GCP course is available from Epigeum directly through their website but there is a charge per module.

- Open the University training catalogue (<https://app.manchester.ac.uk/training/>). The training catalogue is restricted to University staff and students and so you will need to login with your UoM username and password.

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In accessing and using information on University systems, I will comply with all applicable legislation, and regulations, policies and procedures of the University. I will only use this information in relation to my University duties and activities. I will not disclose any information that is subject to restrictions on disclosure.

Screenshot 1

- You can access the GCP course entry by following the link <http://man.ac.uk/uS165g>. If this does not work (sometimes the links in guidance documents can get broken), search the training catalogue using 'GCP' or the course reference 'MHSEL0016'.

Screenshot2

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Training Catalogue

[\[+\] Instructions](#)

Search Training Catalogue

Search Term:
Note: 30 characters maximum

Training Provider:

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Record 1 of 1

Code	Title	Mode Of Study	Date	Rank
MHSEL0016	Good Clinical Practice (Online)	Online	01/12/2015	10

Show records per page

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Screenshot 2

- Once logged in, you will be able to read the detailed instructions and apply for the course by clicking the 'apply' button (circled below).

Training & Development Profile
MHSEL0016 Good Clinical Practice (Online)

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Overview

What is Good Clinical Practice (GCP)?
Anyone who is involved in clinical research must have suitable training to make sure that the rights and safety of participants are protected. This applies to all research studies but is a legal requirement for those working on Clinical Trial of an Investigational Medicinal Product (CTIMP).
Good Clinical Practice (GCP) is an international ethical and scientific quality standard for designing, conducting, recording and reporting clinical research that involves the participation of human participants.

Who is this course for?
This course is for staff and students involved in clinical research including Chief Investigators, Principal Investigators, researchers, trial managers and administrators.

What does the course cover?
The course covers the following aspects of clinical research practice:

- Protocol and Associated Documents
- Applications, Agreements and Approvals
- Trial Master Files
- Conducting the Trial
- Safety Reporting

How is the course delivered and assessed?
This version of the course is hosted on Blackboard for University of Manchester students and staff. Assessment takes place online. On passing each module, you will be able to download a certificate for that section of the course. On successfully completing all five modules you will be awarded the full GCP certificate.

How do I access the course?
The link to the course will appear in your Blackboard course list shortly before the course start date.
Blackboard is the University's virtual learning environment. If you have not used Blackboard before, information regarding how to login and access the GCP course is available at this address: <http://documents.manchester.ac.uk/display.aspx?docId=20455>.

How do I sign up for the course?
To sign up, click the 'Apply' at the bottom right corner of this page. You will be taken to a screen with a choice of dates (new course 'events' begin once a month and remain open for 3 months). Choose a date and click 'Apply'.

IMPORTANT NOTES REGARDING SIGN-UP
The start and date for the course events listed below indicate the date on which the course material will no longer be available to you in Blackboard. Please make sure that, when selecting an event to sign up to, you will have sufficient time to complete the course before its closure in Blackboard.
• Please do not select the 'I wish to apply for general access...' This will not give you open ended access to the course, and you must instead select a specific start date from those available.

Late applications
In order to be accepted onto a course event, you must have applied before the advertised start date. However, we understand that there may be exceptional circumstances where it is necessary to join a course event after the start date has passed. If this is the case for you, please select the course event you wish to join and add a note in the comments box explaining your reasons for joining late. You will then be contacted to let you know if your application has been accepted.

[Edit](#)

Mode
Online

Training Hours
10.5 training hours

Online Booking
Moderated Online Booking

Events

Tuesday 01/09/2015 8:00 - Monday 30/11/2015 20:00, Online
Thursday 01/10/2015 8:00 - Thursday 31/12/2015 20:00, Online
Sunday 01/11/2015 8:00 - Sunday 31/01/2016 20:00, Online
Tuesday 01/12/2015 8:00 - Monday 29/02/2016 20:00, Online

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Screenshot 3

- The course is set up as a number of training events each lasting 3 months and you will be given the option of current and future sessions. You should register for a forthcoming event which you will be able to access between the start and end date – see orange box, screenshot 4.
- Once you have selected the training event, select 'apply' (circled below).

Training & Development Profile
MHSEL0016 Good Clinical Practice (Online)

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Apply For Training (Bold Items are required)

Note:
There is already an application for you on this training course. You may view, and optionally cancel, the existing applications from your [My Training & Development](#) page.

Events:

<input type="checkbox"/> Tuesday 01/09/2015 8:00 - Monday 30/11/2015 20:00, Online
<input type="checkbox"/> Thursday 01/10/2015 8:00 - Thursday 31/12/2015 20:00, Online
<input type="checkbox"/> Sunday 01/11/2015 8:00 - Sunday 31/01/2016 20:00, Online
<input type="checkbox"/> Tuesday 01/12/2015 8:00 - Monday 29/02/2016 20:00, Online

Comments:

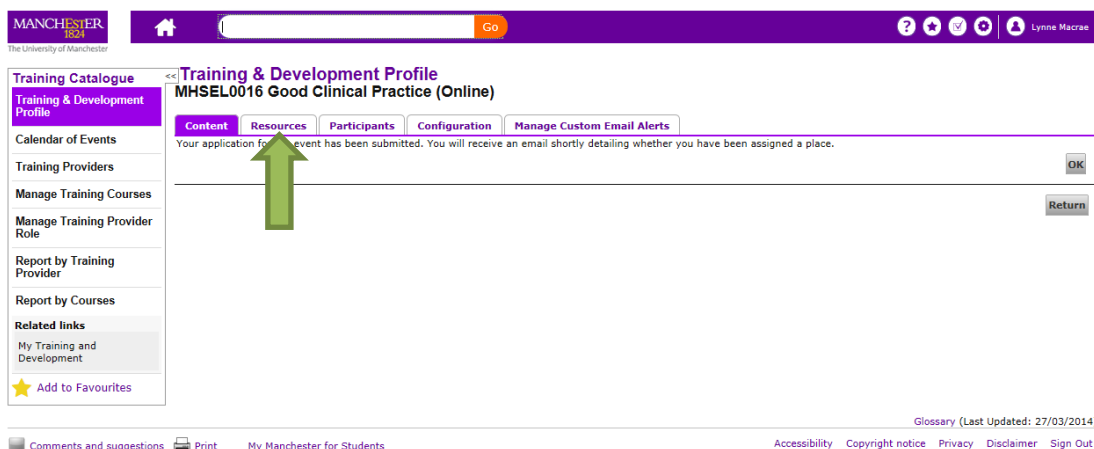
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Screenshot 4

- You will then get a message confirming that your request to register has been submitted and you will receive an email when you have been assigned a place.



Screenshot 5

- The email you receive will also give instructions on how to access Blackboard, the University's online learning environment. The course will appear in your course list and you will be able to access the course as soon as it is available. There is additional information about accessing Blackboard under the resources tab (green arrow above).

Frequently asked questions

Q. What does the course cover?

A. The course is split into 5 modules:

- Protocol and associated documents
- Applications, agreement and approvals
- Trial master files
- Conducting the trial
- Safety reporting

Q. Are there any tests or assignments?

There is a test at the end of every module and you need to achieve a grade of 75% or higher to pass. Completing the full course means completing all 5 modules.

Q. How long does it take to complete the course?

A. The course takes approximately 10 hours to complete but this can vary depending on whether someone is doing the course for the first time, how long someone spends on the interactive elements etc. The course is available through a series of training events. Once you register for a training event, you will have 3 months within which to complete the training. A new training event starts every month.

Q. Will I get confirmation that I have completed the training?

A. You will be issued with a certificate when you successfully complete each module. You will only get the full course certificate when you have completed all 5 modules.

Q. I need to do the training straightaway but I have missed the start date for the current training event, do I have to wait for the next training event to start?

A. Sometimes people find out at the last minute that they need to do the course and so it is possible to book onto a training event that has already started. Just select the training event that has most recently started when you apply in the training catalogue. Booking on to a training event that has already started means you may have less than 3 months to complete the course as the end date is fixed. If there are any specific requirements, you can add a note when you book onto the course via the training catalogue.

Q. I only managed to complete modules 1-3 before the training event ended, can I re-apply?

A. Yes, you can re-apply to access the training but you can only be registered on one course at a time. If you have already registered but know you are not going to finish the course within the 3 month period you can either (1) allow the end date to pass and re-apply or (2) cancel your current registration and re-apply.

Q. I completed the course a year ago but when I log into Blackboard, I can't find my certificates, where are they?

A. The certificates are only available while the training event you are registered on is still active i.e. they are available for a maximum of 3 months. As soon as the training event ends, the certificates are no longer available; this is the case even if you re-apply for the course at a later date. You must download the certificates before the end date of the training event you are registered on.

Q. I completed the modules over 6 months (two training events) and have my certificates so why can't I generate a full course certificate?

A. You are only able to generate a full course certificate if you complete all modules within the same training event. You will still have 5 certificates to show that you have completed all the modules but, you won't be able to generate the one overarching course certificate.

Q. My certificate has an expiry date, does this mean that after this date it is no longer valid?

A. The expiry date on the certificates relates to the accreditation from the Royal College of Physicians (RCP), the RCP will only issue accreditation for distance learning courses for a period of two years. In terms of providing evidence that you have undertaken a GCP course, the certificate doesn't expire and you may use it as confirmation after the expiry date.