



# Good Documentation Practices (GDPs)

## Course description

The objective of this course is to provide the student with a good understanding and the best practices for medical device documents, documentation, and record keeping known as Good Documentation Practices through hands-on experiences.

Participants will also acquire knowledge about essential principles related to Good Documentation Practices (GDPs) for data record elements and standards for maintaining quality documentation.

### At the end of the course you will be able to:

- Develop general understanding of what Good Documentation Practices (GDPs) are and why the same are relevant for the Medical Devices Industry to ensure compliance to the quality system.
- Learn about key concepts of GDPs for data records elements such as:
  - Data Accuracy
  - Precision
  - Legibility
  - Data Integrity
  - Time
  - Identifiability
- Learn about Good Documentation Standards and the best practices for:
  - Creation
  - Signatures
  - Corrections
  - Approval
  - Handwritten Entries
  - Review
- Apply GDP requirements and gain knowledge to solve multiple real case situations through out the class.

## Main topics

- 1 Generalities on GDPs.
- 2 What are Good Documentation Practices.
- 3 Data Record Elements:
  - Data Accuracy - Data Integrity
  - Validation - Time - Legibility - Identifiable
- 4 Overview Applicable Regulations and Standards.
  - Creation – Approval – Signatures - Handwritten Entries – Corrections - Review

## Contact

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## Course features

- Instructor Led 
- Duration: 4 hours 
- Tools and templates 
- Simulated learning 
- Course certification 