Biogen Specific Teaching Material

Quality – GDP (Good Documentation Practice) Rules

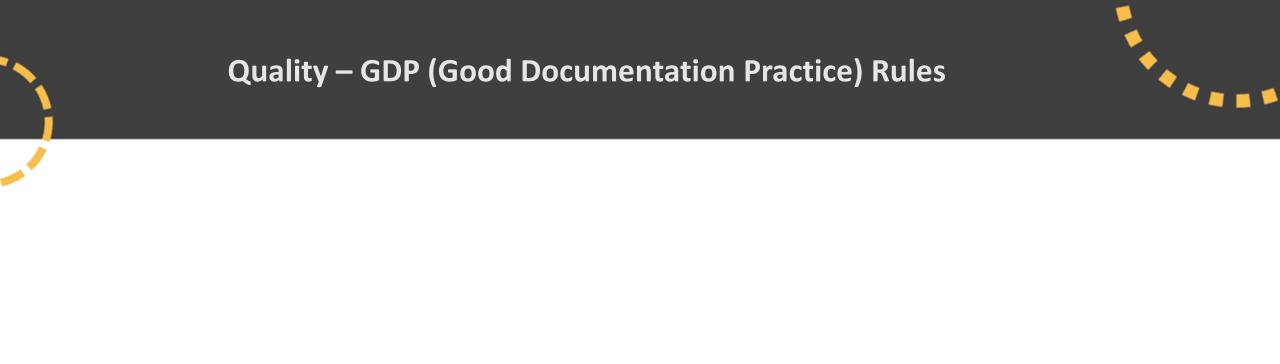


Questions & Answers



1. Name some synonyms for 'good' (in the context of Good Documentation Practices).





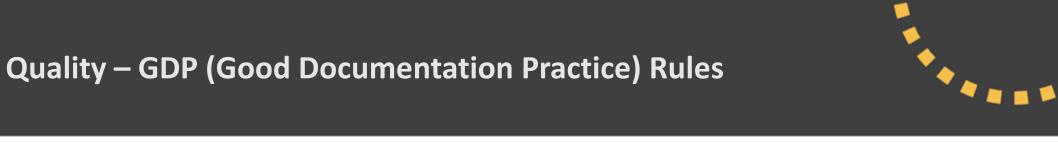
1. Sample answer: accurate, error-free, meticulous, complete, legibility





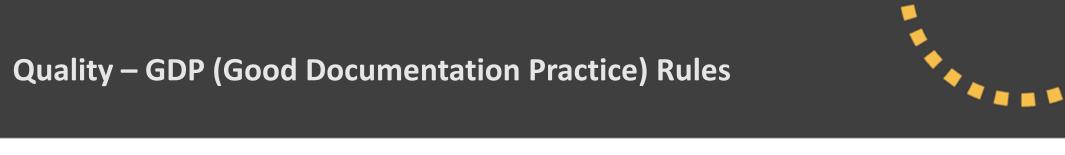
2. What format(s) do records get completed on?





2. Records can be in paper-based, electronically-based and/or photographic media form(s).





3. What types of documentations are there?

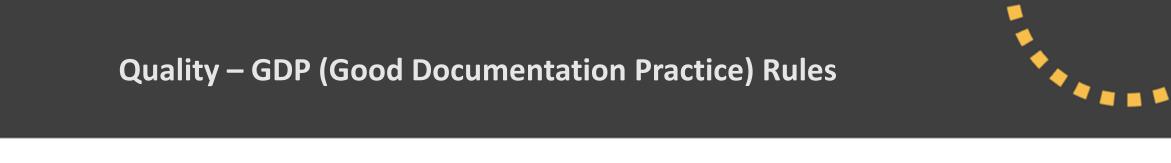




Quality – GDP (Good Documentation Practice) Rules

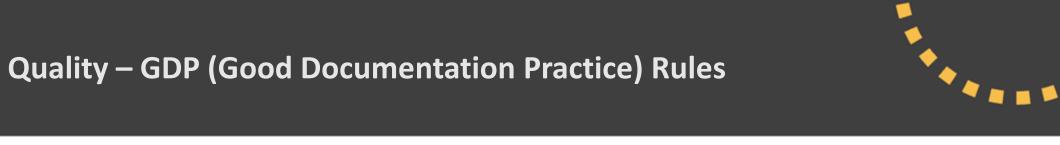
3. There are basically two types of documentation: (1) regulations (instructions, requirements) and (2) protocols or reports.





4. What should you do if you do not understand how to fill out part of a document?





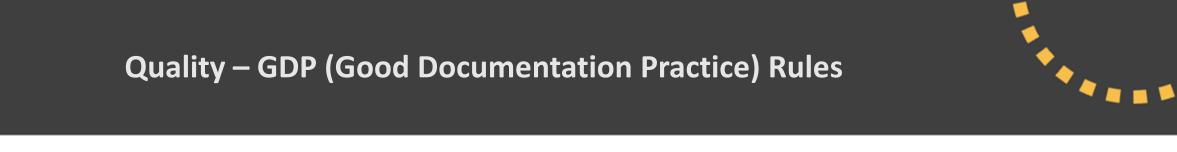
4. If you don't know how to do something, just ask.





5. What colour ink should be used for documenting?





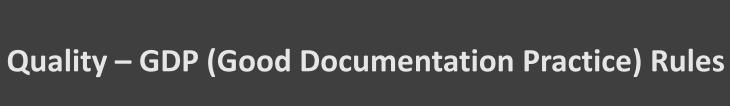
5. You should use a black or blue ink colour pen or print.





6. What is the in-company standard for indicating a date?







6. Day-Month-Year





7. What is a synonym for 'indelible' ink?

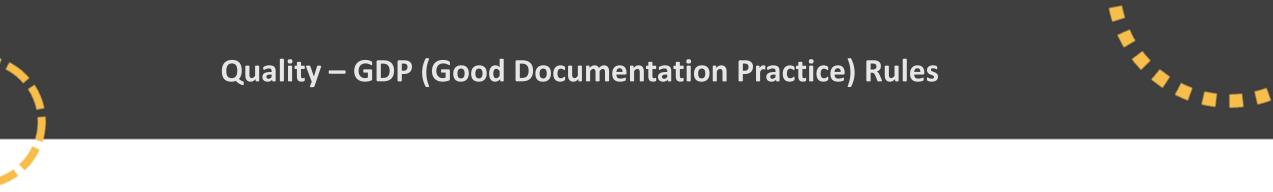




Quality – GDP (Good Documentation Practice) Rules

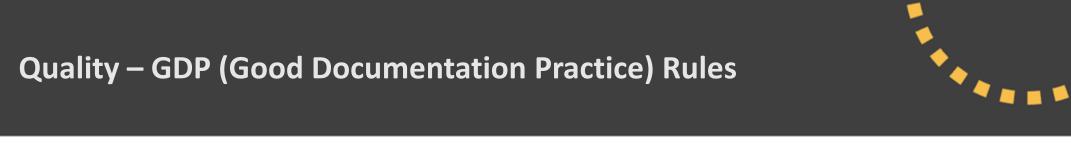
7. Another word for 'indelible' is permanent.





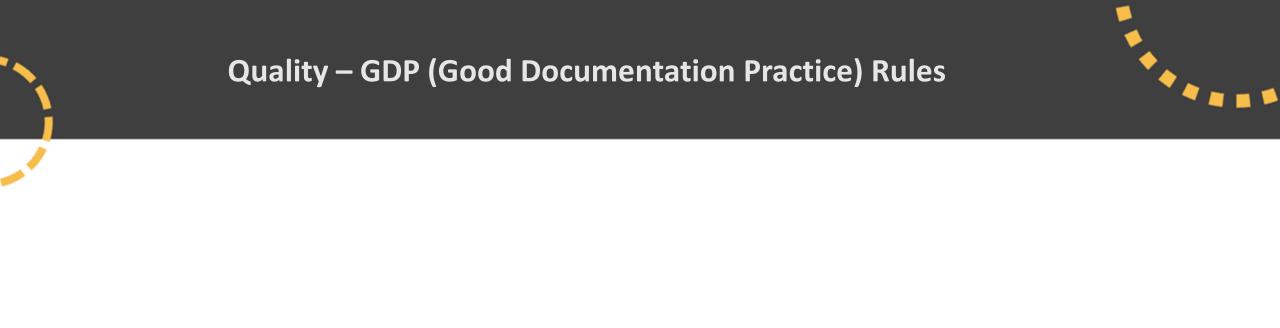
8. What do you do when a field does not required an answer?





8. Where a field does not required an answer, you need to indicate it with N/A.





9. If you make a mistake on a form, you can just erase it. (true or false?)





Quality – GDP (Good Documentation Practice) Rules

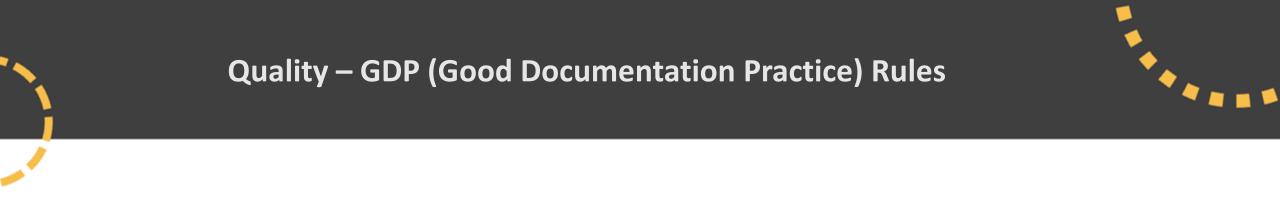
9. False. If you make a mistake on a form, you must cross it out (single line strike-through) and initial and date the correction.





10. Which time format do you need to use in forms?





10. You need to use the 24-hour standard (e.g. 20:00 for 8 PM)



Thank you for your attention! D-SCHULE – Your Language School



D-SCHULE Domenika Hüsser info@d-schule.ch +41 79 730 52 35