PRODUCTS AND SERVICES
LEARNING WITH THE RQA

The Research Quality Association (RQA) is committed to providing valuable learning opportunities to enhance your professional development. Our learning products are open to everyone – all levels, abilities and disciplines. Our courses are competitively priced, with RQA members receiving a discount on fees.
WHAT IS THE RQA?

We are a professional membership body dedicated to informing and advancing our members. We provide status and visibility for individuals engaged in the quality of research, including:

- Pharmaceuticals
- Agrochemicals
- Chemicals
- Medical devices.

Since 1977, the Association has grown and developed to reflect regulatory changes, the impact of regulatory inspection and the changing structure and needs of industry.

OUR VISION

To inspire quality, integrity and compliance in scientific research.

OUR MISSION

To provide knowledge and learning in the scientific research community by building expertise through training, communication, engagement and collaboration.
Our website (www.therqa.com) is a vast resource of information for industry and includes:

- Careers area
- Individual GxP areas with information, regulations, guidelines, Q&As and news about each GxP and its committee
- Learning area featuring all events, products and online booking
- Members’ area
- News
- Publications
- Resource bank.

The RQA website is constantly updated with news, new products and services.

Sign up for our fortnightly newsletter for the latest news, offers and RQA information

therqa.com/about/newsletter-signup
Membership of the RQA brings many benefits but the greatest is being part of a community of colleagues with the same interests as you.

**RQA MEMBERSHIP – WHO SHOULD JOIN?**

Membership is open to all involved in the quality and integrity of scientific research and those working with or interested in:

- Animal Health
- Computing
- Good Clinical Practice
- Good Laboratory Practice
- Good Manufacturing Practice
- Good Pharmacovigilance Practice
- Medical Devices.

**RQA is international**

We have members all over the world and have many contacts with research quality societies, related professional bodies and regulatory agencies globally. These contacts allow the regular exchange of information, which is communicated to members.

Become a member now

[therqa.com/membership/join-now](http://therqa.com/membership/join-now)
NETWORKING
Membership of RQA is recognised globally – it produces new opportunities so members can:

- Attend RQA events at discounted rates and speak with expert presenters, tutors and delegates from around the world
- Search the online membership database for useful contacts
- Pursue new career opportunities.

QUASAR
RQA’s membership magazine is provided free to all members and contains:

- Topical articles covering the very latest thinking and issues
- Regulatory updates and guidance on compliance
- Details of ongoing RQA initiatives and projects
- Dates for your diary
- Adverts for industry-related services.

WEBSITE
The RQA website is updated with news and new products and services constantly. Our members’ area holds exclusive content for RQA members. The website features:

- The very latest news and updates from across the industry
- Regulatory and quality-related information, guidance and resources
- Links to a wider range of GxP and regulatory resources
- Q&As from GxP committees – covering an extensive range of topics
- GxP discussion forums – get answers to burning questions
- Detailed listings of upcoming RQA events
- Website search capability for easy retrieval of content
- Careers area where roles advertised on the site have been targeted towards the quality and research arena, specifically for RQA users
- Access to volunteer programme information.

CONFERENCES
The RQA annual conference provides a global perspective on quality topics and issues.

The annual conference typically includes:

- Formal presentations from leading global experts
- Sessions geared to GxP themes
- Highly interactive and engaging QA Clinics
- Effective workshops providing useful, realistic scenarios and hands-on exercises
- Posters from RQA committees and individual members
- Pre-arranged meetings with other associations, committees and working groups across an array of initiatives and projects
- Networking opportunities with peers, delegates, experts, etc.
- An extensive exhibitor area.

We also organise global and European conferences with our fellow associations. RQA members receive discounts on conference fees.

MEMBER SEARCH
The online member search facility includes the details of all RQA members by name and company, facilitating excellent peer-to-peer networking. The directory can also be searched by GxP expertise and membership of RQA committees.

PROFESSIONAL DEVELOPMENT
The RQA offers a wide range of professional development opportunities, including:

- An extensive portfolio of courses, seminars, forums and remote learning
- Learning to stay up to date in the ever-changing world of quality assurance in pharmaceutical, agrochemical and chemical research
- Learning opportunities that encompass all experience levels, disciplines and media formats.

RQA members receive discounts on courses, seminars and remote learning.
Our professional development courses offer the finest standard of training and knowledge sharing. They have been developed in response to the requirements of industry.

PROFESSIONAL DEVELOPMENT

Professional training, in the essential quality disciplines, contributes to both the competitiveness of your business and also to personal motivation; it broadens the experience and accelerates the development of those who participate. We believe that sharing this experience with other professionals is key to the overall effectiveness of learning.

TRAINING STATISTICS

<table>
<thead>
<tr>
<th>ATTENDEES</th>
<th>MAY 2018 – APRIL 2019</th>
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<tbody>
<tr>
<td>Courses</td>
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<tr>
<td>One-day events</td>
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<table>
<thead>
<tr>
<th>EVENTS</th>
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<tbody>
<tr>
<td>Courses</td>
<td>In-house courses</td>
</tr>
<tr>
<td>33</td>
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</table>

CPD Certification

RQA courses have been externally accredited by the CPD Certification Service and any points accrued on a course will be shown on delegate certificates. The CPD Certification Service is the leading independent CPD accreditation institution, providing the highest quality accredited training and events suitable for the continuing professional development policies of professional bodies.
### Courses

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAYS</th>
<th>CPD PTS</th>
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<tbody>
<tr>
<td>Advanced Auditing Skills: Audit Analysis and Reporting</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>Advanced Auditing Skills: Audit Planning and Performance</td>
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<td>10</td>
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<tr>
<td>The Auditing Course</td>
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<tr>
<td>Audit Programmes and Risk Assessments</td>
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<tr>
<td>Auditing Computerised Systems</td>
<td>3</td>
<td>*</td>
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<tr>
<td>Data Integrity in Practice</td>
<td>2</td>
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</tr>
<tr>
<td>eSource</td>
<td>1</td>
<td>*</td>
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<tr>
<td>Good Clinical Practice (GCP) Inspection Preparation – Navigating a Rapidly Changing Environment</td>
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<td>Good Clinical Practice (GCP) Auditing – Principles and Practice</td>
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<tr>
<td>Good Laboratory Practice (GLP) Refresher</td>
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<td>Good Laboratory Practice (GLP) for Study Directors, Principal Investigators, Study Staff and Management</td>
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<td>Implementing Good Clinical Laboratory Practice (GCLP)</td>
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<td>Introduction to Computer Systems Validation</td>
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<td>Introduction to Good Manufacturing Practice (GMP)</td>
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<td>Quality Systems for Research Laboratories</td>
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<tr>
<td>Sponsor Oversight</td>
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<tr>
<td>Systems Approach to Good Pharmacovigilance Practice (GPvP)</td>
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</tbody>
</table>

* These courses have not been certified yet.

### Locations

**Madingley Hall** – The beautiful 16th century Madingley Hall is the home of Cambridge University’s Institute of Continuing Education. Located three miles west of Cambridge, Madingley Hall provides modern en-suite accommodation, ample parking and excellent food.

**Novotel, Heathrow** – The Novotel, London Heathrow is conveniently located from the airport and M4/M25 motorways.

### Fees

**All course fees include:**
- A comprehensive course programme delivered by our experienced tutors
- Discussions
- Workshops
- Delegate materials
- Lunch and refreshments.

For course fees, full course programmes and general information (including terms and conditions), please visit the RQA website [www.therqa.com](http://www.therqa.com)

### Tutors

Course tutors are drawn from industry and government; they have wide experience of current international standards, best practice and also the practical application of these within the workplace.

Additional courses are regularly available online

[therqa.com/learning/events](http://therqa.com/learning/events)
ADVANCED AUDITING SKILLS: AUDIT ANALYSIS AND REPORTING

- This course explores principles and best practice in the analysis and reporting of audit findings
- Highly interactive course delivered through informative presentations and practical exercises
- Includes a full afternoon on CAPA.

ADVANCED AUDITING SKILLS: AUDIT PLANNING AND PERFORMANCE

- The advanced course focuses on improving the auditor’s performance during audit preparation and conduct
- Delegates are asked to reflect on and share their own previous experiences
- Opportunity for an optional meeting with a course tutor for advice on any aspect of the audit process.

“The course thoroughly exceeded my expectations. I was expecting a good course with it being run by the RQA, but it more than met my objectives. I thoroughly enjoyed all aspects of the course and really enjoyed the presentation/workshop/discussion format. It was excellent to be able to discuss ideas and issues freely and obtain different points of view and advice from other delegates in addition to the course tutors.”

20% DISCOUNT

Receive 20% off Advanced Auditing Skills: Audit Analysis and Reporting course fees when also booking Advanced Auditing Skills: Audit Planning and Performance.

THE AUDITING COURSE

- Specifically designed to develop and refine personal skills in the planning, performance and reporting of audits
- Course content is applicable to any area of regulated research and development
- Delegates will have ample opportunity to put the knowledge gained into practice during workshops.

“Can’t fault at all!! All excellent speakers, really engaging and encouraging. Very easy to understand and remain attentive.”

AUDIT PROGRAMMES AND RISK ASSESSMENTS

- Designed to provide comprehensive guidance and practical help for those who need to design and implement audit programmes
- Uses the guidance of ISO 19011 to explore audit programme design, operation, review and improvement
- Explores why audits are important and gives an understanding of what drivers are behind a good audit programme.

AUDITING COMPUTERISED SYSTEMS

- Designed to enable delegates to confidently plan and conduct computerised system audits as an auditor
- Delegates will gain awareness of what to expect when being audited
- Explores the framework of applicable GxP regulations.

DATA INTEGRITY IN PRACTICE

- Ideal for anyone wanting to expand their understanding of data integrity requirements
- The knowledge gained will help attendees to implement data integrity initiatives for use in research and GxP environments, to assure research data integrity for funders and sponsors and compliance within the GxP regulations
- The course provides a mixture of presentations, discussions and practical workshops.
eSOURCE

- This course is designed to provide a comprehensive overview of the guidance and legislation currently in existence covering the use of eSource
- It provides delegates with a direct platform to discuss and form opinions on current practice and how the future landscape will evolve
- Allows delegates to gain access to a highly experienced panel of speakers.

GOOD CLINICAL PRACTICE (GCP) INSPECTION PREPARATION – NAVIGATING A RAPIDLY CHANGING ENVIRONMENT

- Designed to provide delegates with the necessary skills and tools to prepare and host a regulatory inspection and to facilitate the response and follow-up to the inspection findings
- Covers current inspection finding trends and inspection hot topics
- Delegates can learn from tutors with years of practical experience in preparing for and hosting inspections.

GOOD CLINICAL PRACTICE (GCP) AUDITING – PRINCIPLES AND PRACTICE

- This course offers the ideal opportunity for those moving into the field of auditing clinical studies
- Workshops give the delegates practical experience of using auditing techniques in a GCP context
- The tutors are seasoned auditors who can relate the theory to their own experiences in the real world.

“Great mix of presenters with a wealth of experience. Loved hearing the examples and anecdotes as that is how I will recall particular points moving forwards.”

GOOD LABORATORY PRACTICE (GLP) REFRESHER

- This course is aimed at providing a reminder and refreshed insight into the key GLP requirements
- The course provides a varied programme to cover hot topics and current changes
- Includes a GLP clinic where delegates can identify any relevant topics for discussion beforehand.

GOOD LABORATORY PRACTICE (GLP) FOR STUDY DIRECTORS, PRINCIPAL INVESTIGATORS, STUDY STAFF AND MANAGEMENT

- Designed to provide comprehensive guidance and practical help for those who fulfil the role of study director or principal investigator in the conduct of non-clinical safety studies on pharmaceuticals, agricultural and industrial chemicals in compliance with GLP
- The course will address current OECD GLP Principles and UK GLP legislation, but will also reference other international standards, regulations and guidelines
- Allows delegates an opportunity to improve their understanding of the GLP requirements as they are applied in different situations.

“Great knowledge of GLP on display. Fantastic use of real-world situations to highlight points.”

FULL COURSE DETAILS AND ONLINE BOOKING FOR ALL CURRENT AND FUTURE COURSES IS AVAILABLE AT therqa.com
IMPLEMENTING GOOD CLINICAL LABORATORY PRACTICE (GCLP)

- Provides comprehensive guidance and practical help for those who are implementing Good Clinical Laboratory Practice in laboratories which undertake the analysis of samples from clinical trials
- Designed to provide delegates with a clear understanding of how GCLP fits within a clinical programme
- The course will draw on the RQA guidance document – Good Clinical Laboratory Practice.

“Good presentations, clear and helpful.”

INTRODUCTION TO COMPUTER SYSTEM VALIDATION

- The course provides an ideal opportunity for people needing to gain a basic understanding of computerised system validation
- The knowledge gained will help delegates to validate systems within their own organisation for use in GxP environments and to audit validated computerised systems to assure compliance with the applicable GxP regulations
- The programme provides a mixture of presentations, discussions and practical workshops.

PRACTICAL APPROACH TO AUDITING SYSTEMS AND PROCESSES

- This course explores the key phases of process and system auditing
- The tutors provide guidance on auditing systems and processes at both the global and local organisational level
- Delegates will be able to design and plan more effectively to achieve their process and systems audit objectives and add value to their organisation.

“The tutors were very experienced in auditing systems, processes and the regulatory environment. Provided many valuable suggestions during the case discussion.”

INTRODUCTION TO GOOD MANUFACTURING PRACTICE (GMP)

- Designed to provide comprehensive guidance and practical help for those working to implement GMP
- The course covers the basic requirements for a pharmaceutical quality system (PQS) and an understanding of quality risk management (QRM) principles and their application, from current regulations and guidance
- Delegates will be able to implement their role within GMP with confidence and knowledge of the principle requirements.

PRACTICAL APPROACH TO GOOD PHARMACOVIGILANCE REGULATORY INSPECTIONS

- This course delivers the knowledge and skills required to support a successful delivery on all phases of a pharmacovigilance health authority inspection management
- Provides insight into the complexities and considerations in managing and preparing companies for pharmacovigilance inspections
- Delegates will enhance their understanding of the considerations for preparing staff for interviews and the logistical details.

FREE MEMBERSHIP

If you are not an RQA member, the non-member course fee includes the option of applying for membership, free of charge, during the course.
PRACTICAL PHARMACOVIGILANCE AUDITING

- This course addresses the impact of the EU pharmacovigilance legislation on auditing and provides guidance on auditing pharmacovigilance systems at both the global and local organisational level.
- The tutors give an insight into developing and/or optimising a pharmacovigilance audit programme.
- A highly interactive course run by experienced pharmacovigilance auditors for pharmacovigilance and prospective pharmacovigilance auditors.

“Very good introduction to GPvP auditing.”

PROCESS MAPPING AND STANDARD OPERATING PROCEDURE (SOP) WRITING

- Designed to help delegates develop the skills needed to write and produce the content of standard operating procedures (SOPs) using process maps in a regulated environment.
- Delegates will understand how process maps can be used to define, communicate and continually improve complex processes.
- Interactive sessions ensure the development of a practical approach for creating process maps and writing SOPs.

“Useful tips and personal experience shared by tutors.”

QUALITY ASSURANCE FOR GOOD LABORATORY PRACTICE (GLP)

- This course is essential for all quality assurance auditors starting out or developing their role in a GLP environment.
- Designed to provide expert insight and guidance in developing a robust and effective GLP audit programme.
- Enables delegates to gain a clear understanding of the role of quality assurance, management and study director under the GLP principles.

“Workshops were good and had clear guidance on objectives… team working was also good.”

QUALITY SYSTEMS FOR RESEARCH LABORATORIES

- This highly interactive course will provide guidance on why and how to implement a quality system successfully into the research laboratory.
- Delegates get immediate access to highly experienced tutors who will share their wisdom and insights.
- Designed for all those involved in the research quality arena and has been tailored to meet the needs of scientific management, bench scientists and quality professionals alike.

SPONSOR OVERSIGHT

- This course is designed to provide comprehensive guidance and practical help to staff from sponsor and CRO organisations in both quality or operational roles who are involved in managing, evaluating or auditing supplier relationships.
- Delegates will be able to describe and discuss principles, guidance, tools and resolution in a range of areas.
- The course looks for participants to share their experiences, recommendations and potential solutions for successful vendor and sponsor cooperation in phase I, II and III clinical trials.

SYSTEMS APPROACH TO GOOD PHARMACOVIGILANCE PRACTICE (GPvP)

- This course facilitates how delegates visualise, monitor and provide assurance of how elements of the pharmacovigilance system fit together, interact and change over time.
- Delegates will explore the application of legal requirements in the GVP modules and examine how the PV system and its quality system interact to achieve compliance with regulatory requirements and enable the safe use of medicines.
- Throughout the course delegates will explore how to apply the legal requirements for the PV system, quality system and how to assure these systems.

“Workshops were good and had clear guidance on objectives… team working was also good.”
eLEARNING

A range of interactive eLearning courses written by knowledgeable, highly respected members of industry with many years of experience in their sector.

Our eLearning courses all have CPD accredited assessments with the ability to print your certificate once the assessment has been passed – perfect for keeping your training records up to date in a timely fashion.

We offer corporate discounts on our eLearning courses:

- 5-20 courses – **10% OFF**
- 21-50 courses – **20% OFF**
- Over 50 courses – **25% OFF**

Please see opposite for details of which courses we offer.

IN-HOUSE COURSES

If you have a group of people requiring training, it may be more cost-effective for RQA to bring the training course to you.

Many of our standard professional development courses are available as in-house courses. We can also look into customising these courses to suit your organisation’s training objectives (charges apply).

Our introductory courses have also been successfully used by companies offering refresher training to their employees.

To find out how cost-effective in-house training can be, email us at courses@therqa.com to discuss your requirements or complete our quote request form on the website.
Advantages

Cost saving – the cost per delegate is typically less when compared to sending the same number to public training courses.

Travel – no need for employees to travel any further than their offices and incur extra costs.

Customised – running a course for a single client could allow the training to focus on specific items that are causing issues within the business.

Convenience – fit around the working schedule of the staff and at a location they come to every day.

Membership – non-members can apply for free RQA membership after their attendance on the course.

Team building – a room full of delegates from different departments can encourage greater team work, awareness and understanding of each other’s roles.

CPD accreditation – many of our courses are CPD accredited.

Tutors

Course tutors are active quality professionals in research and development.

“I found the course really useful. It was great to get a bit more background on the regulations that we follow. Also to have examples to back up these ideas.”

Other courses or variants of these courses may be available. For full details, please visit therqa.com/learning/corporate-learning
SEMINARS

Seminars are organised to promote the exchange of information on a wide variety of subject matters and are run in response to current issues and hot topics. They are held in central locations with good transport links both from within the UK and for overseas delegates.

REGIONAL FORUMS

Regional forums promote and pursue RQA objectives by engaging both RQA members and non-members from a unique geographical area, providing an opportunity to share knowledge and facilitate networking opportunities. These local meetings offer a programme full of presentations and discussions.

We are currently looking at other overseas regional forums and welcome suggestions from anyone who feels their location would benefit from the formation of a regional forum.

UK Regional Forums

- Anglia
- Ireland
- London and South East
- North of England
- Scotland and English Borders
- West and Wales.

Overseas Regional Forums

- Australasia
- Canada
- India
- South East Asia
- USA.
The RQA holds an annual conference in October/November which provides a global perspective on quality topics and issues. The annual conference typically includes:

- Formal presentations from leading global experts
- Sessions geared to GxP themes
- Highly interactive and engaging QA Clinics
- Effective workshops providing useful, realistic scenarios and hands-on exercises
- Posters from RQA committees and individual members
- Pre-arranged meetings with other associations, committees and working groups across an array of initiatives and projects
- Networking opportunities with peers, delegates, experts, etc.
- An extensive exhibitor area.

To view full details of all these conferences, please visit the RQA website therqa.com/conferences
A range of interactive eLearning courses, webinars and webcasts to suit all levels which offer a practical and flexible method of learning.

Our courses provide an awareness of legislation, current best practice and a familiarity with the important areas involved with each topic. Each course is made up of a number of bite-size modules and carries an assessment with an 80% pass mark. You will receive a certificate once you have successfully passed.

The courses have been written by knowledgeable, highly respected members of industry with many years of experience in their sector.

These courses complement our professional development courses and, in many cases, are designed to provide the first introduction to a particular topic or the ideal opportunity for refresher training.

**eLearning Passport**

Enjoy 12 months of unlimited access to all 16 of our eLearning courses and assessments for a fraction of the cost.

**eLearning Course Access**

You will have access to the courses you have purchased indefinitely. Access to the assessment will be for a 12-month period from the date of purchase.
eLEARNING COURSES

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<tr>
<th>Course</th>
<th>CPD Points</th>
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<td>Advanced Good Laboratory Practice (GLP)</td>
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<tr>
<td>Introduction to Good Clinical Laboratory Practice (GCLP)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Good Clinical Practice (GCP)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Good Laboratory Practice (GLP)</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Good Manufacturing Practice (GMP) for Investigational Medicinal Products (IMPs)</td>
<td>4</td>
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<tr>
<td>Introduction to LEAN</td>
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<tr>
<td>Introduction to Managing an Audit Programme</td>
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<tr>
<td>Introduction to Quality Risk Management (QRM)</td>
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<td>Introduction to Risk-Based Quality Systems</td>
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<tr>
<td>Introduction to the Audit Process</td>
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<tr>
<td>Introduction to the Implementation of VICH for Good Clinical Practice (GCP)</td>
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<td>Introduction to the UK Clinical Trials Regulations</td>
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<td>Introduction to GLP Study Director Roles and Responsibilities</td>
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<td>ISO 9001: 2015</td>
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<td>Problem Solving and Decision Making</td>
<td>4</td>
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<td>Quality Systems</td>
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WEBCASTS AND WEBINARS

We offer both webinars and on-demand webcasts on a variety of topics. Live webinars are usually available after the event to purchase on demand. Our webcasts are also usually available and include a link to claim a certificate of completion on viewing the whole webcast.

WEBCASTS INCLUDE

- Are we there yet? – The eArchiving journey*
- Case Study: GCP Audit Strategy for Trust-sponsored Trials
- Clinical Investigator EU Clinical Trials Regulation
- ICH E6 (R2) Step 4: The Biggest Change in International GCP in 20 years
- Quality Systems

*originally presented as a webinar

Visit the website for current eLearning courses, webcasts and webinars or to view a taster of the elearning before purchasing

therqa.com/learning
The RQA produces a range of booklets providing best practice, information and guidance on a variety of topics, including:

- Computing
- Electronic Standard Operating Procedures
- Good Clinical Practice
- Good Laboratory Practice
- Good Pharmacovigilance Practice
- Investigator Site Audits
- Medical Devices
- Non-regulated Scientific Research
- Pharmaceutical Due Diligence
- Quality Assurance Outsourcing
- Quality Risk Management
- Veterinary Clinical Studies.

**Booklet bundle**

20 Hard copy booklets and five stand-alone eBooklets for one great price.

All publications are available instantly on any device by purchasing the pdf directly from our website

[therqa.com/publications]
HOW YOU CAN SUPPORT

There are a number of ways in which volunteers can support RQA activities:

- Time-based – usually for committee membership
- Task-based – generally for single-task projects
- Virtual – typically to promote RQA.

This approach allows volunteers to choose to support RQA in a manner that suits them without over-committing their time. The opportunities are endless.

The time-based committee activities require a commitment of around 6-10 days per year which, when combined with project work, can entail a considerable obligation that only a small handful of people are able to make.

For further information on how to sign up and what opportunities are available, please visit therqa.com/resources/volunteer
RECRUITMENT AND ADVERTISING

Promote your company or advertise your role to our database of quality professionals.

As a not-for-profit organisation, offering advertising and sponsorship opportunities allows us to continually promote quality and integrity in scientific research.

Opportunities include:

- Sponsorship of events, such as our conferences
- Advertise your recruitment opportunity on our dedicated careers website
- Sponsor an edition or advertise in Quasar, our members’ magazine
- Advertise your company using our website banners and adverts
- Add your details to our register of consultants
- Become an RQA sponsor with our corporate sponsorship packages.

View our media pack for more details by visiting therqa.com/advertising
ENQUIRIES

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www.therqa.com

webchat

General information:
info@therqa.com

Course information:
courses@therqa.com

Conference information:
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eLearning information:
elearning@therqa.com

Membership information:
membership@therqa.com