

# Easily manage training and role-based qualification

With unified training, content, and quality management solutions, organizations gain more efficient and effective training. Regulatory authorities continue to identify 'not following procedures' and / or training as a top challenge. Globalization and increasing product and supply chain complexity is making it difficult for employees and partners to stay current on procedures that require continuous qualification. From creation to assignment and completion, **Veeva Training** streamlines processes by seamlessly working with Veeva QualityDocs. Quality events in Veeva QMS can automatically trigger training tasks in Veeva Training that are assigned to job functions or roles. Individuals are notified of new training requirements and can easily access training content and complete assignments in Veeva QualityDocs— making it effortless for everyone to stay compliant. Demonstrating compliance is easy with centralized training records and a single audit trail, reducing audit preparation time and always staying inspection ready.

## Business Benefits

### Qualification management.

Manage sophisticated training matrices using flexible, role-based alignment of users and content.

### Greater training compliance.

View upcoming or complete training tasks with an intuitive user experience that makes it easy even for the occasional user.

### Unified quality.

Seamlessly manage training programs, quality processes, and content together with a unified platform of quality applications providing a single user experience.

### Always audit and inspection ready.

Easily demonstrate compliance with training reports and centralized, comprehensive training records and activities.

<sup>1</sup> FDA's Top Ten Drug GMP Inspection Citations for 2016. December 2017.

<sup>2</sup> The Top 15 Pharmaceutical Deficiencies Cited by FDA in 2014.

# Features

## **Industry-specific Application**

Rapidly deploy an industry-specific training solution that includes best practice workflows, dashboards, and reports.

## **Role-based User Experience**

Easily track and complete tasks, or monitor statuses with a role-based home page for trainees, managers, and compliance officers.

## **Training Matrices**

Manage assignment maps by defining and viewing curricula and/or training tasks based on job functions or roles for knowledge, skill development, and qualification.

## **Automated Assignments**

Reduce administration overhead by automatically assigning training tasks and or curricula, fully supportive of all training types, based on job function or role.

## **QMS or Content Event-driven Tasks**

Trigger training tasks based on quality events such as approval of relevant content changes, CAPA plans, periodic review, or retraining.

## **End-to-end Training Content Management**

Collaboratively manage the complete lifecycle of training content—from authoring to approval, assignment, and completion—in one application.

## **Task Notification**

Regularly notify trainees and managers on upcoming or past due training tasks.

## **Reports and Dashboards**

Track, monitor, and demonstrate employee qualifications, see who trained on specific content, or create your own dashboards and reports.

## **Audit Trail**

Demonstrate compliance with a single, comprehensive audit trail capturing all training events—including adding/removing an assignment to curricula or job roles, or completion of training tasks.

## **Mobile Access**

Trainees can securely access training content and managers can view status reports on any device, anywhere, anytime.

## **Veeva Quality Cloud**

Veeva Quality Cloud accelerates the manufacturing of high-quality products to a greater number of patients. The cloud platform unifies applications, processes, and partners across content management, training, quality management systems (QMS), and QC lab solutions (LIMS).