

Document Control Course

Contents

Introduction	<u>3</u>
Welcome	<u>3</u>
Background	<u>5</u>
Document Readability	<u>12</u>
Lifecycle and Requirements	<u>13</u>
Document Lifecycle and Quality Requirements	<u>13</u>
Workplace Learning	<u>15</u>
Implementing Document Control.....	<u>16</u>
Infrastructure Options	<u>16</u>
Project Steps	<u>20</u>
Cost/Benefit Analysis.....	<u>25</u>
Workplace Learning.....	<u>26</u>
Software Vendors	<u>27</u>
Case Examples	<u>30</u>
Course Resources	<u>33</u>
Glossary	<u>33</u>
Self-Check Quiz.....	<u>36</u>

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Document Control Course

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Document Control Course

Introduction

Welcome

Course Description

This "how-to" course details how to control documents in a way that meets the requirements of international quality standards such as ISO 9001, ISO 17025, and ISO 15189.

It provides guidance on how to achieve document control with minimal resources, such as spreadsheets, as well as sophisticated document control software. CAP 15189 assessors give examples and commentary on common pitfalls and issues.



Learning Objectives

After completing this course, participants will have a better understanding of the following:

- How document control contributes to cost containment and patient care
- Phases in document lifecycle and associated best practices and pitfalls
- How to achieve document control with simple/inexpensive tools as well as sophisticated tools

Course Length

Approximately 2 hours

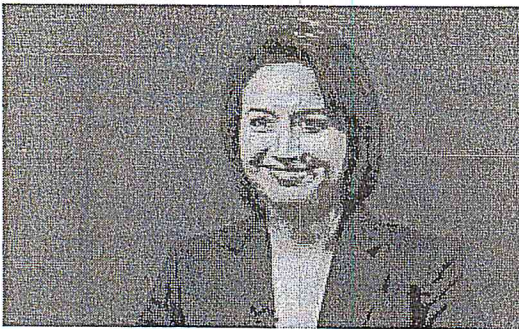
Course Text

This attachment provides the text of this course in easily printable form.

Document Control Course Text

Document Control Course

Meet the Presenters



Caroline Maurer is the program director of CAP 15189. She brings 20 years of experience in health care operations for medical laboratories and other diagnostic services.



David Wolfe is a lead assessor for the CAP 15189 program. In his career in ISO 9001 and medical device auditing, he has conducted over 900 audits.



Christine Christopher is a technical assessor for the CAP 15189 program. She has 25 years experience in medical laboratories.