

**Process: DEVELOPING CONTINUOUS TRAINING PROGRAMS AND MATERIALS
QT03/ýTTNCXH**



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
QUANG NINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**

Address: 200 Phan Bội Châu Street, Quang Trung Market, Hanoi City, Hanoi
 Tel: 0273.844.9665, Fax: 0273.844.9677
 Website: <http://adq.ugrb.edu.vn>

**PROGRAM DEVELOPMENT PROCESS
AND CONTINUOUS TRAINING MATERIALS**

Encryption : QT.29-ýTTNCXH
 Issued for the first time : 01
 Effective from date : June 14, 2022

	Author	Inspector	Approver
Signature			
Full name	TRAN DAI HOANG NGUYEN THANH SON NGUYEN THI THU DUNG		
Job title: CENTER FOR SOCIAL RESEARCH AND DEVELOPMENT	PRINCIPAL	PRINCIPAL	PRINCIPAL

Process: DEVELOPING CONTINUOUS TRAINING PROGRAMS AND MATERIALS
QT03/ÿTTNCXH
PROGRAM AND DOCUMENTATION DEVELOPMENT PROCESS
CONTINUOUS TRAINING

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose:

Develop curricula and reference materials suitable for continuing education programs, ensuring that instructors and learners have sufficient teaching, learning, and research resources.

Maximize the capabilities of faculty members, both within and outside the university, who possess professional qualifications and teaching experience, to participate in curriculum and material development, aiming to improve and innovate the quality of textbooks and teaching materials within the university.

2. Scope of application

- Healthcare professionals working at healthcare facilities nationwide;
- Continuing education facilities for healthcare professionals;
- Units that employ healthcare personnel;
- Other relevant organizations and individuals.

Not applicable to:

- Training courses leading to diplomas in the health field;
- Training to update professional knowledge in pharmacy, excluding continuing education in clinical pharmacy as stipulated in Clause 3, Article 14 of Government Decree No. 131/2020/ND-CP dated November 2, 2020, regulating the organization and operation of clinical pharmacy in medical examination and treatment facilities;
- Training courses based on professional job title standards and training before appointment to leadership and management positions.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

1.1. Continuing education refers to short-term training courses, including: refresher training in knowledge, skills, and professional expertise; continuous medical education (CME); continuous professional development (CPD); technology transfer training; training based on assigned tasks and other specialized professional training courses for healthcare workers that are not part of the national education degree system.

1.2. Continuing education institutions include hospitals and medical institutes with inpatient beds; research institutes; professional/vocational medical education institutions; other educational institutions that offer training in health science fields; and centers that train medical personnel.

1.3. Healthcare professionals are civil servants, public employees, and those working in professional roles within healthcare facilities.

1.4. The continuing education institution code is a system of symbols used to classify and manage continuing education institutions recognized by the Ministry of Health.

**Process: DEVELOPING CONTINUOUS TRAINING PROGRAMS AND MATERIALS
QT03/ÿTTNCXH**

2. Abbreviations:

Board of Directors	Board of Directors;
Phone	: Train
Scientific Research	: Scientific research
CT	: Programme
QD	: Decision
XD	: Build
Council	: Evaluation Council
MD/MH	Module/Subject

III. FLOWCHART (See page 4)

IV. SPECIFICATIONS (See pages 5-10)

V. ACCOMPANYING FORMS/INSTRUCTIONS

1. Forms

TT	Form/Document Name	Encryption
	1. Assigning teachers and experts to develop the curriculum. and continuing education materials	QT 03/ÿTTNCXH 01
	2. Plan for developing continuing education programs and materials.	QT 03/ÿTTNCXH 02
	3. Decision to establish the Committee for drafting continuing education programs and materials.	QT 03/ÿTTNCXH 03
	4. Structure and content of continuing education programs and materials	QT 03/ÿTTNCXH 04
	5. Decision to establish the Council for evaluating continuing education programs and materials.	QT 03/ÿTTNCXH 05
	6. Program and Continuing Education Material Evaluation Plan	QT 03/ÿTTNCXH 06
	7. Comments on the International Continuing Education Program and Materials	QT 03/ÿTTNCXH 07
	8. Program and training material evaluation forms <small>custom</small>	QT 03/ÿTTNCXH 08
	9. Minutes of the meeting for evaluating continuing education programs and materials.	QT 03/ÿTTNCXH 09

Process: DEVELOPING CONTINUOUS TRAINING PROGRAMS AND MATERIALS
QT03/ÿTTNCXH

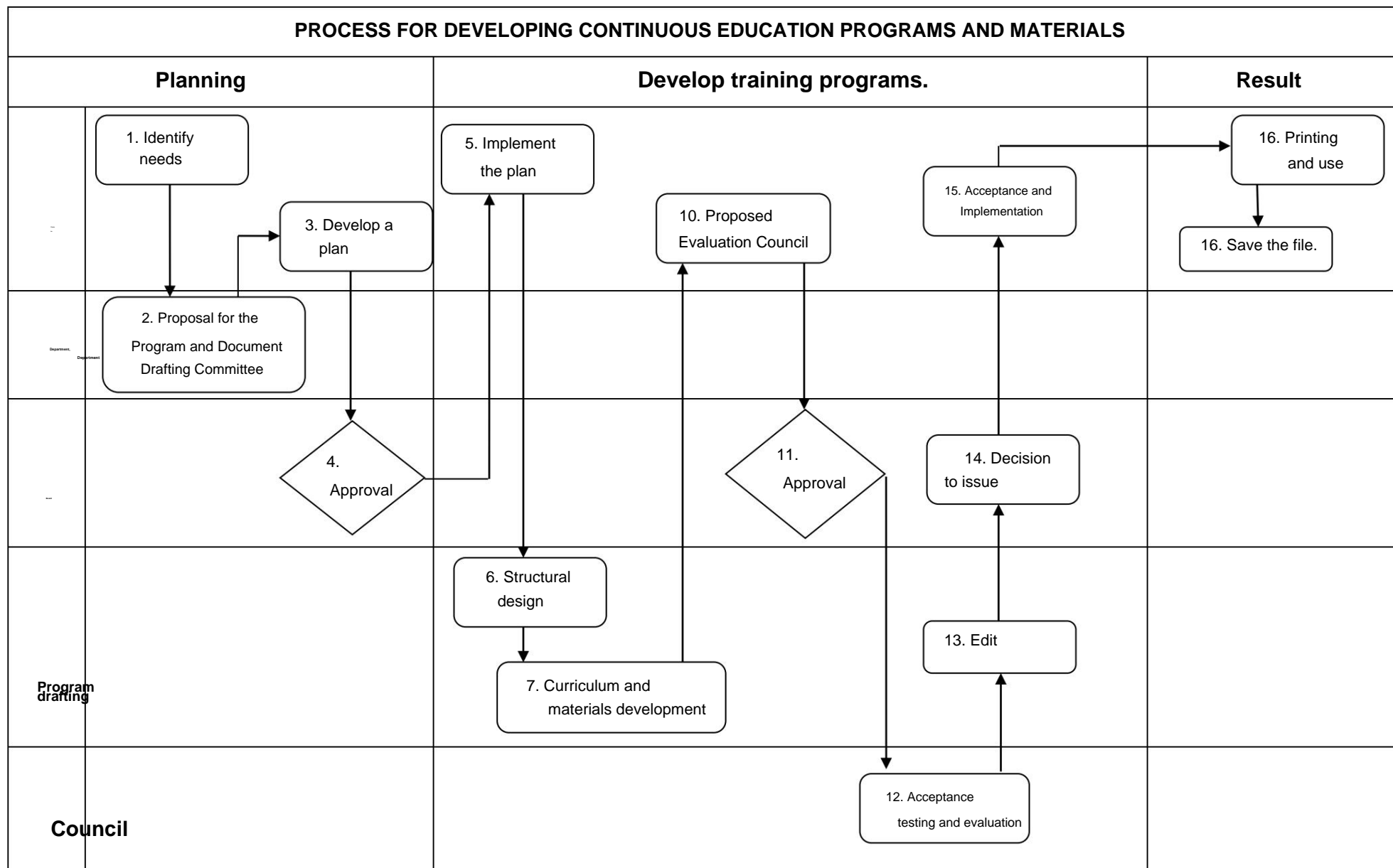
10. Decisions on the promulgation of continuing education programs and materials.		QT 03/ÿTTNCXH 10
-----------------------------------------------------------------------------------	--	------------------

2. Reference documents

Based on Circular 22/2013/TT-BYT dated August 9, 2013, of the Ministry of Health guiding the continuous training of healthcare professionals;

Based on Circular 26/2020/TT-BYT dated December 28, 2020, of the Ministry of Health, amending and supplementing some articles of Circular 22/2013/TT-BYT dated August 9, 2013, of the Minister of Health guiding the continuous training of healthcare professionals;

Based on Consolidated Document No. 01/VBHN-BYT dated January 13, 2021, of the Ministry of Health on guiding continuous training for healthcare professionals;



SPECIFICATION OF THE PROCESS FOR DEVELOPING CONTINUOUS EDUCATION PROGRAMS AND MATERIALS

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
1	Identifying needs	Review the chapter categories. The process and documents need to be compiled and edited. Propose the compilation of internal curricula and materials to support teaching and learning.	Center for Social Research and Training	Department	Name of the program or document to be developed	Annual	
2	Propose Continuing Education Program and Materials Drafting Committee	- Propose qualified lecturers and experts to develop continuing education programs and materials according to the plan.	Head of Department	Department	Teaching Assignment Schedule expert	2 days - QT 03/ÿTTNCXH 01	
3	Develop a plan.	- Planning: Define objectives, requirements, work content, timeline, financial resources, and assign responsibilities for developing the program and documentation. continuous training - Draft the Decision to establish the Committee for drafting the continuing education program and materials.	Center for Social Research and Training	Department	- Plan XD - Decision of the Program and Document Drafting Committee	5 days after receive application initial	- QT 03/ÿTTNCXH 02 - QT 03/ÿTTNCXH 03

Step Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
4. Approval	- Review the suitability of the plan and make decisions for the Program Drafting Committee and the continuing education materials.	Board of Directors	- Center for Social Research and Training - Department, Faculty	- Plan XD; - Decision to establish Editorial Team compose	1 day after receive application initial	- QT 03/ÿTTNCXH 02 - QT 03/ÿTTNCXH 03
5	Implement the plan - Disseminate the plan for developing continuous training programs and materials; - Providing guidance on regulations, forms, and methods for developing continuing education programs and materials;	Center for Social Research and Training	- Center for Social Research and Training - Committee for drafting continuing education programs and materials;		1 day	
6	Designing the structure of continuing education programs and training materials. - General program information and continuing education materials - Content of the continuing education program and training materials - Requirements for evaluating learning outcomes at the end of lessons/chapters and at the end of modules and training programs.	Continuing Education Program and Materials Drafting Committee	- Center for Social Research and Training - Committee for drafting continuing education programs and materials	Structure of the continuing education program and training materials	According to the plan	QT 03/ÿTTNCXH 04
9	Drafting training programs and materials. Develop continuing education programs and materials in accordance with regulations.	Continuing Education Program and Materials Drafting Committee	- Center for Social Research and Training - Chapter Editorial Board	Draft program and	According to the plan	QT 03/ÿTTNCXH 04

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
	continuous generation			continuous training programs and materials	continuing education materials (not yet verified)		
10	Proposal for establishment Council	- Drafting the School Board's decision: This includes teachers, administrators, and external experts; - Prepare an evaluation plan.	Center for Social Research and Training	- Center for Social Research and Training - Committee for drafting continuing education programs and materials	Decision Council	According to the plan	QT 03/ÿTTNCXH 05
13	Approvals	- Review, examine, and sign the decision to establish the Evaluation Council and the plan for evaluating continuing education programs and materials.	Board of Directors	- Center for Social Research and Training - Committee for drafting continuing education programs and materials	- Decision Council of Trustees; - Evaluation plan	According to the plan	QT 03/ÿTTNCXH 06
14	Assessment - Acceptance testing	- Members of the Continuing Education Council review the draft program and continuing education materials; prepare written comments and evaluations on the content and structure of the program and submit them to the Chairman of the Continuing Education Council; - The program and continuing education materials drafting committee will provide a summary report on the program development process and	- Council of Trustees;	- Center for Social Research and Training - The school administration; - Committee for drafting continuing education programs and materials	- Evaluation form; - Minutes Meeting to review training programs and materials.	According to the plan	QT 03/ÿTTNCXH 07 QT 03/ÿTTNCXH 08 QT 03/ÿTTNCXH 09

	Step Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
		<p>Training materials and key content as requested by the Chairman.</p> <p>Council of Trustees;</p> <ul style="list-style-type: none"> - Members of the Continuing Education Council provide comments and evaluations on the continuing education program and materials; - The program and training materials drafting committee will continuously explain and incorporate the feedback from the Council for Continuing Education. - The Chairman of the Board of Directors summarizes and concludes; - The Council of Trustees elects a vote counting committee and conducts a vote to evaluate the quality of the continuing education program and materials; - The Secretary of the Evaluation Council prepares the minutes of the program evaluation meeting; 			<p>continuous;</p> <ul style="list-style-type: none"> - Report suggestion <p>Principal approves</p>		
15	Adjust according to requirements Council	<p>Adjust, supplement, and refine the continuing education program and materials based on the feedback from the Training Council (if any). Then go back to step 14;</p>	Continuing Education Program and Materials Drafting Committee	Evaluation Council	Printed and electronic versions of the program	According to the plan	Printed and electronic versions of the program
16	Decision promulgate	<p>Based on the assessment report of the Assessment Council, the Center for Social Research and Training drafts a decision to be submitted to the Board of Directors for signing and approval.</p>	Board of Directors	Center for Social Research and Training	<ul style="list-style-type: none"> - Decision to issue training programs and materials 	According to the plan	QT 03/ÿTTNCXH 10

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
					continuous; - Continuing education programs and materials		
17	Acceptance and implementation	- Printing and distributing training programs and materials for continuous use;	Center for Social Research and Training	- Committee for drafting continuing education programs and materials; - Council of Trustees; - Room TCKT	- Decision to issue continuing education programs and materials; - Continuing education programs and materials;	After approval	
18.	Save the file.	- Compile and archive development documents and evaluate continuing education programs and materials;	Center for Social Research and Training	- HyTÿ - Room TCKT	- Continuing education programs and materials;	After approval	