



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

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**PROGRAM DEVELOPMENT PROCESS**  
**TRAINING MATERIALS**

Encryption : QT11-ýTTNCXH  
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**Process: DEVELOPING TRAINING PROGRAMS AND MATERIALS**  
**QT04/ÿTTNCXH**  
**PROCESS FOR DEVELOPING TRAINING PROGRAMS AND MATERIALS**

**I. PURPOSE AND SCOPE OF APPLICATION**

**1. Purpose:**

Develop a curriculum and reference materials suitable for the training program.

This helps ensure that instructors and students have sufficient teaching, learning, and research materials.

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.

Equipping officials and civil servants with knowledge, skills, and methods for performing their duties in public service and professional activities contributes to building a professional workforce of officials, civil servants, and public employees with good moral character, political acumen, and competence, meeting the requirements of serving the people and the cause of national development.

**2. Scope of application**

- Officials in government agencies;
- Officials working in public service units.

**II. PRINCIPLES AND ABBREVIATIONS**

**1. Principle:**

1.1. Training and professional development must be based on the standards for civil servant ranks, professional job titles for public employees; standards for leadership and management positions; job positions; linked to the use and management of cadres, civil servants, and public employees; and consistent with the training and professional development plan and the needs for building and developing human resources of the agency or unit.

1.2. Implement assignment and delegation of authority in training according to civil servant rank standards, professional title standards for public employees, and leadership and management position standards; combine assignment and competition in training according to job requirements.

1.3. Emphasize self-learning and the selection of training programs based on job requirements for officials, civil servants, and public employees.

1.4. Ensuring openness, transparency, and efficiency.

**2. Abbreviations:**

Board of Directors	Board of Directors;
Phone	: Train
Scientific Research	: Scientific research
CT	: Programme
QD	: Decision
XD	: Build
Council	: Evaluation Council

**Process: DEVELOPING TRAINING PROGRAMS AND MATERIALS**  
**QT04/ÿTTNCXH**

III. FLOWCHART (See page 3)

IV. SPECIFICATIONS (See pages 4-8)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

1. Forms

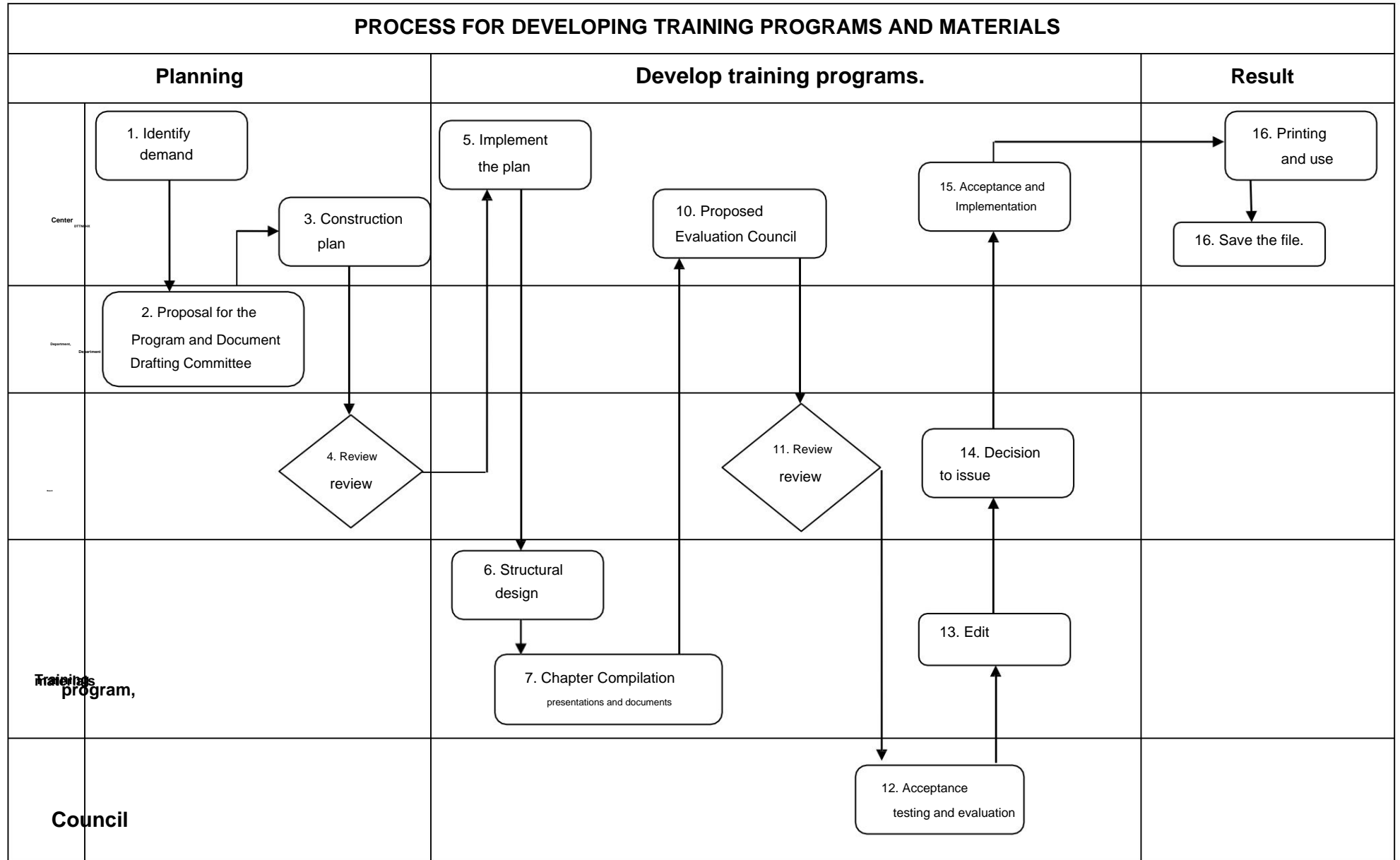
TT	Form/Document Name	Encryption
1.	Assigning teachers and experts to compile training programs and materials.	QT 04/ÿTTNCXH 01
2.	Plan for compiling training programs and materials	QT 04/ÿTTNCXH 02
3.	Decision to establish the Committee for compiling training programs and materials.	QT 04/ÿTTNCXH 03
4.	Structure and content of the training program and materials. nutrition	QT 04/ÿTTNCXH 04
5.	Decision to establish the Council for evaluating training programs and materials.	QT 04/ÿTTNCXH 05
6.	Program and training material evaluation plan nutrition	QT 04/ÿTTNCXH 06
7.	Comments on the training program and materials.	QT 04/ÿTTNCXH 07
8.	Program and training material evaluation forms	QT 04/ÿTTNCXH 08
9.	Minutes of the program and training materials review meeting nutrition	QT 04/ÿTTNCXH 09
10.	Decisions on issuing training programs and materials. nutrition	QT 04/ÿTTNCXH 10

**2. Reference documents**

Based on Decree No. 101/2017/ND-CP dated September 1, 2017 of Government on training and professional development of officials, civil servants, and public employees;

Based on Circular No. 01/2018/TT-BNV dated January 8, 2018 of the Ministry The Ministry of Interior provides guidance on several provisions of Government Decree No. 101/2017/ND-CP dated September 1, 2017, on the training and professional development of cadres, civil servants, and public employees.

Based on Circular No. 26/2018/TT-BYT dated October 25, 2018 of the Ministry The Ministry of Health regulates the organization and implementation of training and professional development programs according to the professional title standards for healthcare professionals at training and research institutions;



**SPECIFICATION OF THE PROCESS FOR DEVELOPING TRAINING PROGRAMS AND MATERIALS**

<b>Step</b>	<b>Name</b>	<b>Job description</b>	<b>Department/ Person responsible</b>	<b>Coordinating department/person perform</b>	<b>Results achieved</b>	<b>Deadline</b>	<b>Forms/documents</b>
1	Identify demand	Review the chapter categories. The process and documents need to be compiled and edited. Proposal for compiling the curriculum and materials. Internal documents used for teaching and learning purposes.	Center Social Research Center	Department, Ministry subject	Name Program and documentation to be developed	Row year	
2	Propose Editorial Board compose training program, training materials nutrition	- Propose qualified lecturers and experts to compile training programs and materials according to the plan.	Head of Department	Department, Ministry subject	Board Assigning  lecturers, specialists family	2 days - QT 04/ÿTTNCXH 01	
3	Develop a plan.	- Planning: Define objectives, requirements, work content, timeline, financial resources, and assign responsibilities for implementation.  Develop training programs and materials.  - Draft the Decision to establish the Committee Compile training programs and materials.	Center Social Research Center	Department, Ministry subject	- Plan plan XD  - Decision of the Drafting Committee  chapter presentation and document	5 days after  receive application initial	- QT 04/ÿTTNCXH 02 - QT 04/ÿTTNCXH 03

Step	Name	Job description	Department/ Person responsible	Coordinating department/person perform	Results achieved	Deadline	Forms/documents
4.	Approval	- Check the suitability of the plan Planning and decision-making by the Program and Training Material Editorial Board.	Board of Directors	- Center Social Research Center  - Department, Ministry subject	- Plan  XD;  - Decision <b>establish</b> Editorial Board  compose	1 day after  receive application initial	- QT 04/ÿTTNCXH 02 - QT 04/ÿTTNCXH 03
5	Implement the plan	- Disseminate the program development plan and training materials; - Providing guidance on regulations, forms, and methods for developing training programs and materials;	Center Social Research Center	- Center Social Research Center  - Program and document drafting committee training;		1 day	
6	Designing the program structure and training materials	- General program information and training materials - Program content and training materials  - Requirements for evaluating learning outcomes at the end of lessons/chapters and at the end of modules and training programs.	Program and Training Material Editorial Board nutrition	- Center Social Research Center  - Program and training materials drafting committee	Program structure, training materials	According to the plan	QT 04/ÿTTNCXH 04
9	Compile training programs and materials. nutrition	Compile training programs and materials in accordance with regulations.	Program and Training Material Editorial Board nutrition	- Center Social Research Center  - Program and document drafting committee training	Draft  training program, training materials nutrition	According to the plan	QT 04/ÿTTNCXH 04

Step	Name	Job description	Department/ Person responsible	Coordinating department/person perform	Results achieved	Deadline	Forms/documents
10	Proposal for establishment Council	- Drafting the School Board's decision: This includes teachers, administrators, and external experts; - Prepare an evaluation plan.	Center Social Research Center	- Center Social Research Center - Program and document drafting committee training	Decision Council	According to the plan	QT 04/ÿTTNCXH 05
13	Approvals	- Review, examine, and sign the decision. Determine the establishment of the Evaluation Council and the plan for evaluating training programs and materials.	Board of Directors	- Center Social Research Center - Editorial Board chapter drafting training materials	- Decision Council of Trustees; - Plan assessment plan	According to the plan	QT 04/ÿTTNCXH 06
14	Assessment - Solution collect	- Members of the Council for Training Review will study the draft program and training materials; prepare written comments and evaluations based on the content and structure of the program and submit them to the Chairman of the Council for Training Review. - The Program and Training Materials Drafting Committee will submit a summary report on the program and training materials drafting process and the main contents as requested by the Chairman of the Board of Trustees; - Members of the Evaluation Council provide comments and assessments on the program and materials. training; - The Program and Training Material Drafting Committee provides explanations and feedback.	- Council of Trustees;	- Center Social Research Center - Board of Directors effect; - Program and training materials drafting committee	- Evaluation form; - Minutes evaluation meeting training programs and materials; - Proposal/ Request Effect leader approve	According to the plan	QT 04/ÿTTNCXH 07 QT 04/ÿTTNCXH 08 QT 04/ÿTTNCXH 09

Step	Name	Job description	Department/ Person responsible	Coordinating department/person perform	Results achieved	Deadline	Forms/documents
		<p>Opinions of the Board of Trustees;</p> <ul style="list-style-type: none"> <li>- The Chairman of the Board of Directors summarizes and concludes;</li> <li>- The Council of Examiners elects a vote counting committee and conducts a vote to evaluate the quality of the training program and materials;</li> <li>- The Secretary of the Evaluation Council prepares the minutes of the program evaluation meeting;</li> </ul>					
15	Adjust according to request bridge of Council	Adjust, supplement, and refine the training program and materials. according to the opinion of the Board of Trustees (if any) after Then go back to step 14;	Program and Training Material Editorial Board nutrition	Evaluation Council	Printed copies and electronic files death chapter presentation	According to the plan	Printed and electronic versions of the program
16	Decision promulgate	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.	Board of Directors	Center Social Research Center	- Decision to issue training programs and materials; - Training programs and materials nutrition	According to the plan	QT 04/ÿTTNCXH 10

Step	Name	Job description	Department/ Person responsible	Coordinating department/person perform	Results achieved	Deadline	Forms/documents
17	Acceptance and implementation	- Printing and distributing training programs and materials for use;	Center Social Research Center	- Program and training material drafting committee; - Council of Trustees; - Room TCKT	- Decision to issue training programs and materials; - Training programs and materials Nourishment;	After being approved review	
18.	Save the file.	- Compile and archive development documents and evaluate training programs and materials;	Center Social Research Center	- HyTy - Room TCKT	- Training programs and materials Nourishment;	After being approved review	