MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

NGO Management and Policy Development

Data Capturing

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2738	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

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Course Overview

This program will explore the evolution of Clinical Data Management from a paper case report form (CRF) process to the “real time” data review capable world of electronic data capture (EDC). We will review the specific regulations that govern the electronic data capture and electronic signature requirements, and examine the changing role of the Data Manager in an environment where the technology drives the process. Although the basic data management principles remain the same, for example good CRF design and ensuring the integrity of the data, the timelines and tasks surrounding today’s EDC are not interpreted exactly as the paper CRF process has previously dictated.

The understanding of how the technology has changed the process will enable today’s Data Managers to move forward in the discipline and ensure their place as viable members of the clinical study team. As electronic data capture utilized as patient e-source or eCRF becomes more the routine, it is important that the CDM be fully aware of the capabilities of the EDC application in order to ensure a comprehensive data management component in the clinical trial conduct.

Course Outcomes

- Assess the impact of the regulations on Data Management
- Discuss the rationale and enhancements regarding the utilization of EDC
- Discuss in-depth the changing role of the Clinical Data Manager
- Outline the CDM focus on protocol review and CRF design
- Employ “best practices” for eCRF design
- Describe the Data Management documentation required in clinical trial conduct
- Identify EDC system enhancements for the industry

Course Outline / Curriculum

Develop and implement data collection strategies.

- Create data collection guidelines
- Develop and implement guidelines for data review
- Review data for accuracy and clarity
- Discuss methods for data capture including data entry, fax based data capture and electronic data capture (remote data entry)

Understand the validation program.

- Describe the data validation process.
- Develop edit specifications.
- Describe self-evident changes.
- Conduct a review of validation output.

Advanced Word Processing

- Starting Word Program
- Word Screen Layout
- Typing Screen Objects
- Managing Documents
- Protecting and Finding Documents
- Printing Documents

Formatting Documents

- Working with text
- Formatting Text
- Formatting Paragraphs
- Bulleted and Numbered Lists
- Copying and Moving Text
- Spelling and Grammar
- Page Formatting
- Creating Tables

Mail Merge

- Types of document in Mail merge
- Creating data Source
- Creating Mailing Labels
- Merging Data into Main Document

Spreadsheets

- Selecting, Adding and Renaming Worksheets
- Modifying a Worksheet
- Resizing Rows and Columns
- Workbook Protection

Formatting Worksheets

- Formatting Toolbar
- Formatting Cells
- Formatting Rows and Columns
- Formatting Worksheets Using Styles
- Protect and Unprotect Worksheets

Assist in the review, resolution and tracking of data errors

- Describe the process for query handling
- Generate and resolve manual and electronic queries
- Discuss query tracking and database update
- Describe components of an audit trail

Develop a Quality Assurance Plan for a clinical research study

- Describe quality control and quality assurance activities.
- Describe types of quality assurance audits, data points audited and required error rates.
- Define timelines for audits.
- Develop an audit report.

Formulas, Functions and Charts

- Formulas and Functions
- Copying a Formula
- Types of Functions
- Types of Charts
- Auto Shapes and Smart art

Creating Presentation

- Creating Slides
- Slide Sorter View
- Changing Slide Layouts
- Moving Between Slides

Introduction to Internet

- Getting Connected to Internet
- Types of Internet Connections

Internet Terminology

- Understanding Internet Address
- Web Browser and Internet Services

Target Audience

- Clinical Operations and Project Management Personnel who need to familiarize themselves with the process of EDC set-up requirements and the role that utilizing EDC plays in the conduct of clinical trials.
- Clinical Data Managers (CDMs) who are involved in the transition of paper CRF process to EDC
- CDMs new to the EDC process
- EDC developers who require a better understanding of the CDM process and role

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Data Capturing
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____