

# 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.<sup>1,2</sup> 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.

**Veeva Training** streamlines training from creation to distribution and completion by seamlessly working with Veeva QMS and 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 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 enables the management of quality events from event origination to changing controlled content and completing training on a single cloud-based platform. Connecting quality processes, critical documentation, and training—with Veeva QMS, Veeva QualityDocs, and Veeva Training—accelerates and streamlines event identification, correction, and change management. This end-to-end visibility equips organizations to respond to quality events faster, and provides a complete picture of quality management