

Developing and Implementing an Edit Check Testing Training Program



Developing and Implementing an Edit Check Testing Training Program

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Purpose

- Provide a guideline on how to develop and implement an edit check testing training program

Scope

- Audience that has no current means of providing hands on training for Data Managers that are new to Edit Check Testing in Oracle Clinical

Agenda

- Why Develop a Training Program?
- Benefits of Developing a Training
- Steps for Development
- Implementation
- Training Delivery
- Recommended Delivery Approach
- Summary
- Questions

Why Develop an Edit Check Testing Training Program?

Data Managers new to edit check testing or OC often do not have any experience prior to working in production



Benefits of Developing a Training

- Data Manager becomes comfortable with the application
- Data Manager will be familiar with the Business Processes
- Accurate metrics are produced
- All errors are accurately identified

Developing a Training

- Steps to Take during Development
 - Identify the trainer
 - Select a Training Environment
 - Create Training Materials
 - Incorporate Business Processes
 - Ensure Training Reusability

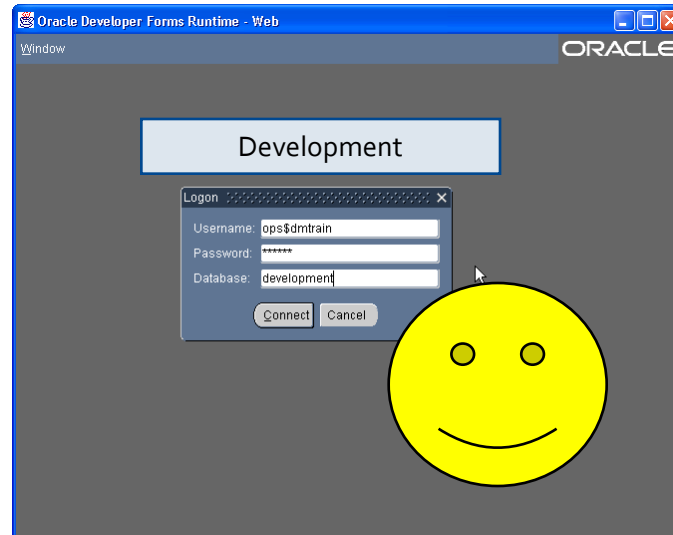
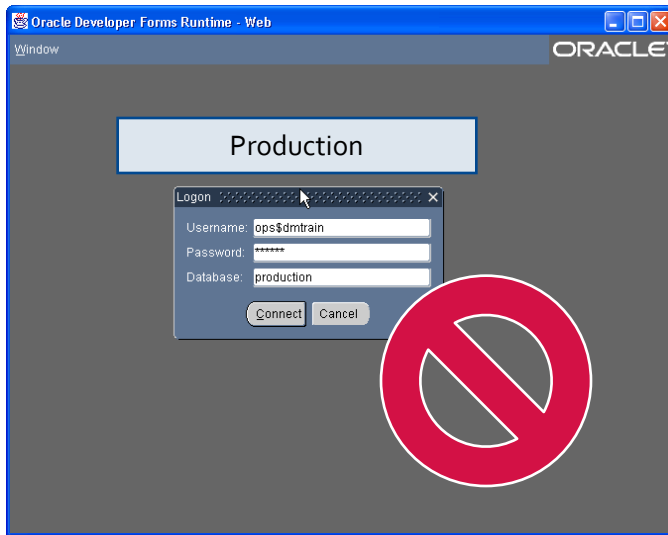
Identify the Trainer

- Anyone who has the qualifications and experience to perform this task.
- Developer support is required to setup the training studies.



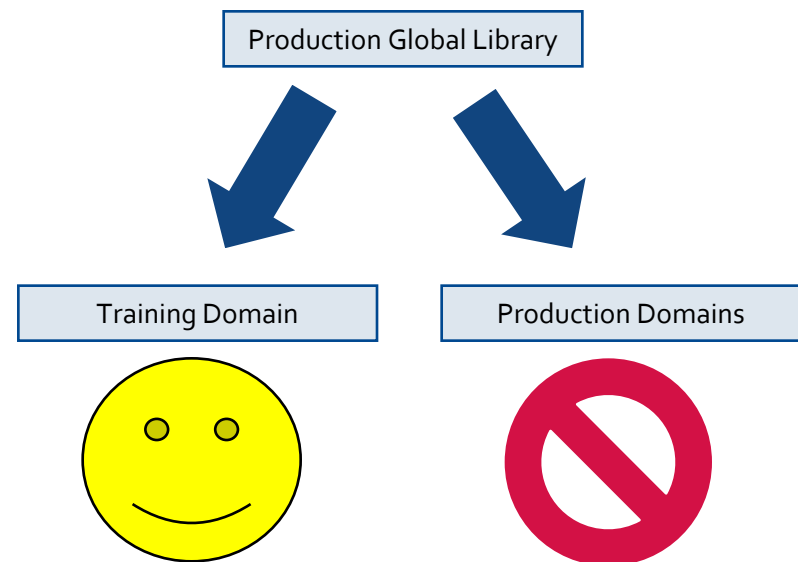
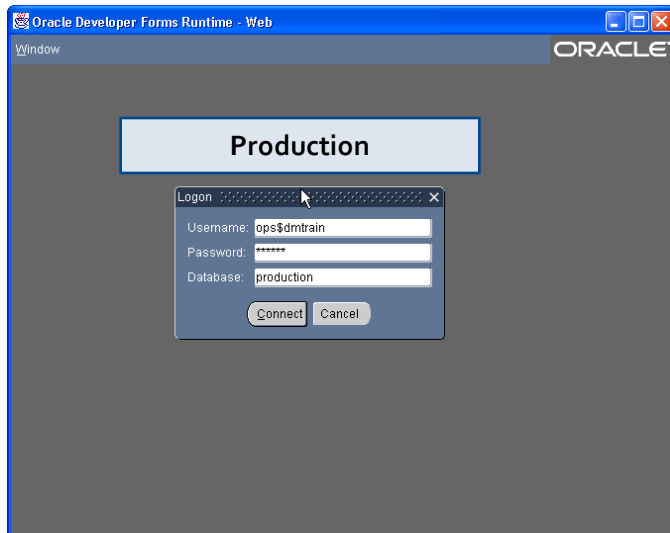
Select a Training Environment

- Utilize development instance instead of production



Training Environment

- Separate Domain for just Training objects in Production Environment

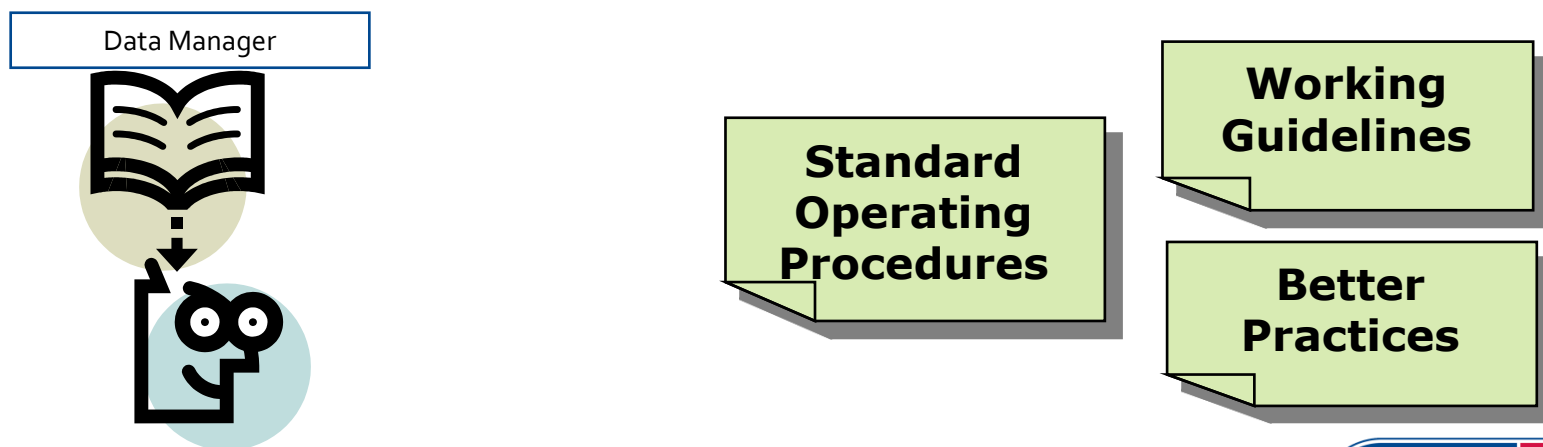


Create Training Materials

- Edit Specifications
- DE Screen Specifications
- Test Data Creation template
- User Acceptance Testing Template
- Training Plan
 - Training Exercises separated by modules
 - Answer Sheets

Incorporate Business Processes

- Incorporate business processes from SOPs, working guidelines, or preferred better practices
- Benefits the resource in that production processes are mimicked



Training Reusability

- GLIB Object Usage
 - Develop Global Library Objects to the highest level possible and use Copy Group

Copy Group Name	Domain	Status	Description	Retirement Reason	Status Comment Text
DMTRAIN	DMTRAIN	A	Data Management Database/Procedure Testing		

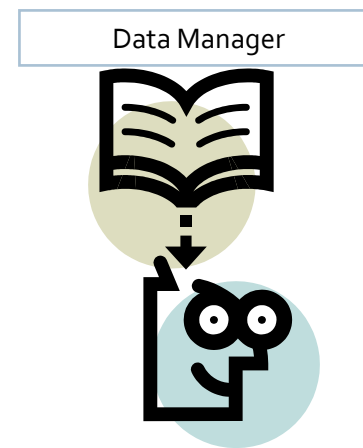
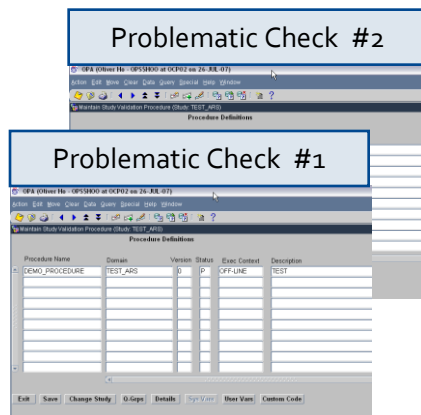
Training Reusability Cont...

- Mimic production GLIB objects
 - Introduces Data Manager to objects they will be working with in the future



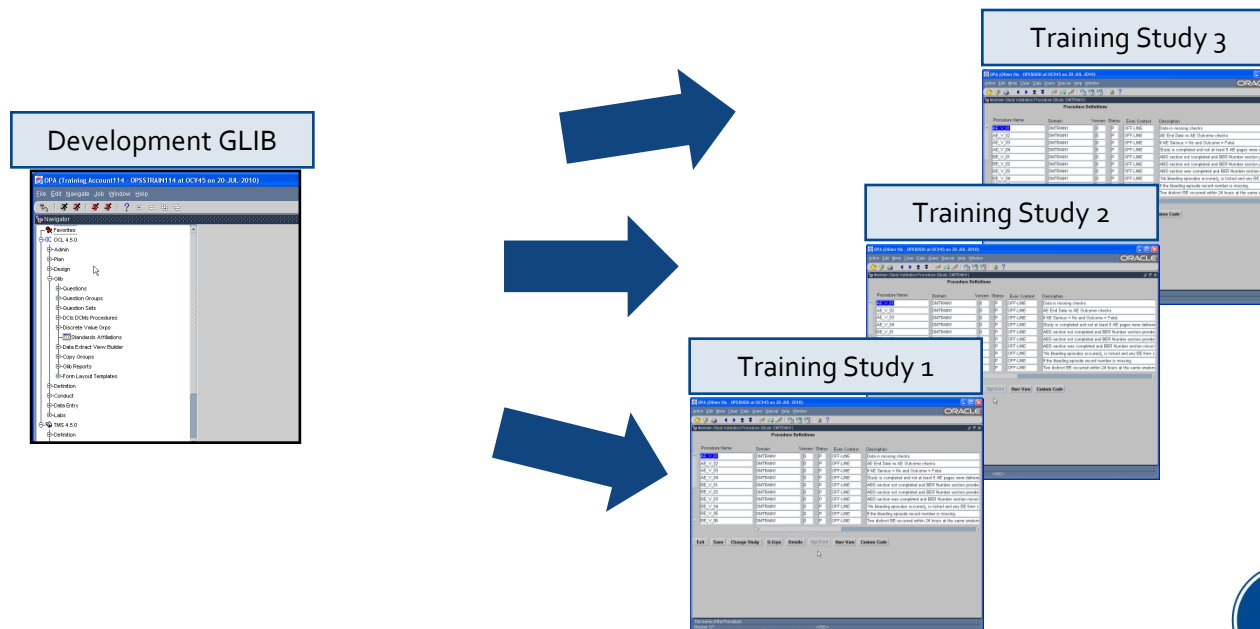
Training Reusability Cont...

- Design strategically designed incorrect edit checks
- Recommended Practice: Use previous problematic checks



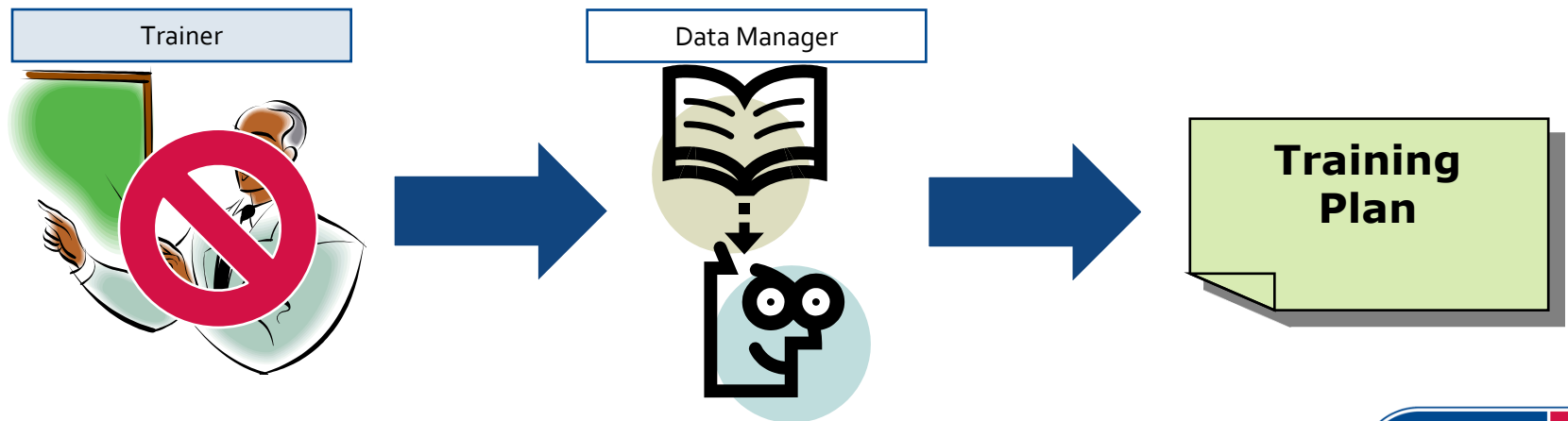
Implementation

- Pre-Training Environment Setup
 - Trainer sets up Test Study per each trainee
 - Trainer copies GLIB objects to Test Study (suggest use of Copy Group)



Training Delivery

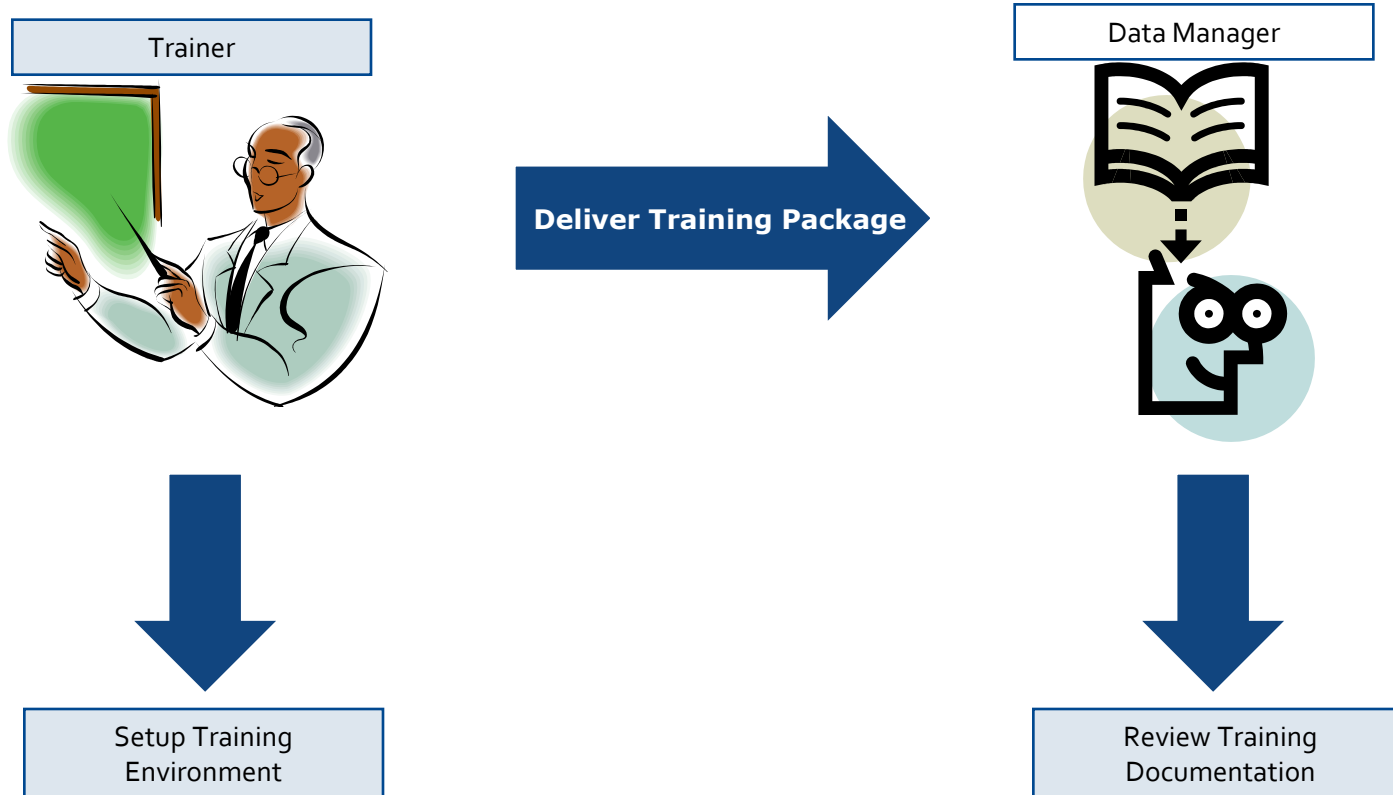
- Live Training to discuss Training Plan with the Data Manager
- Alternatively, supporting documentation can be developed to reduce the need for live trainings



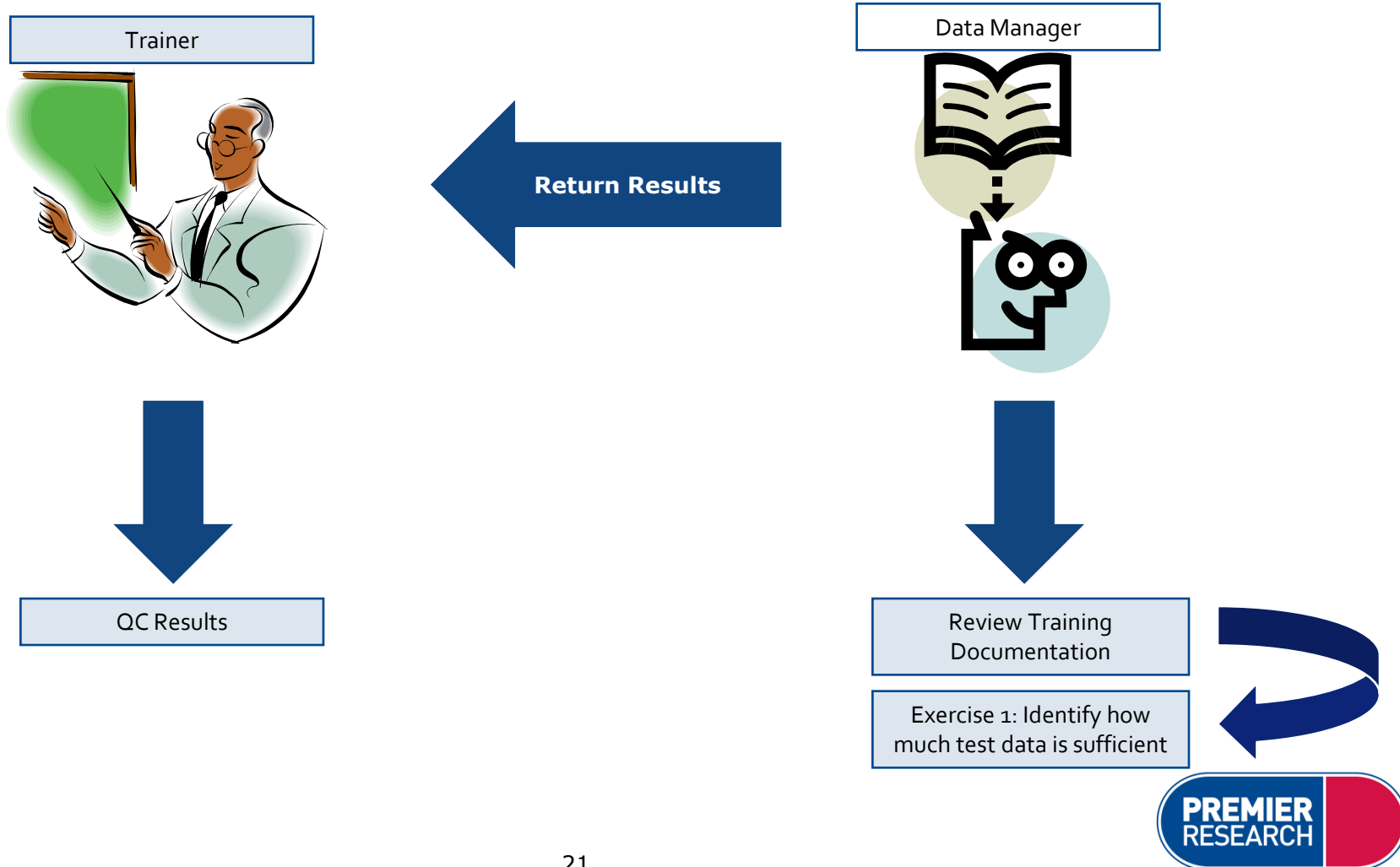
Training Delivery cont...

- Data Manager to complete training exercise after each module in the Training Plan
- QC of training exercises must be performed to ensure correctness
 - Answer keys are recommended
 - Data Manager should correct all errors identified
 - Resolution of procedure findings is optional

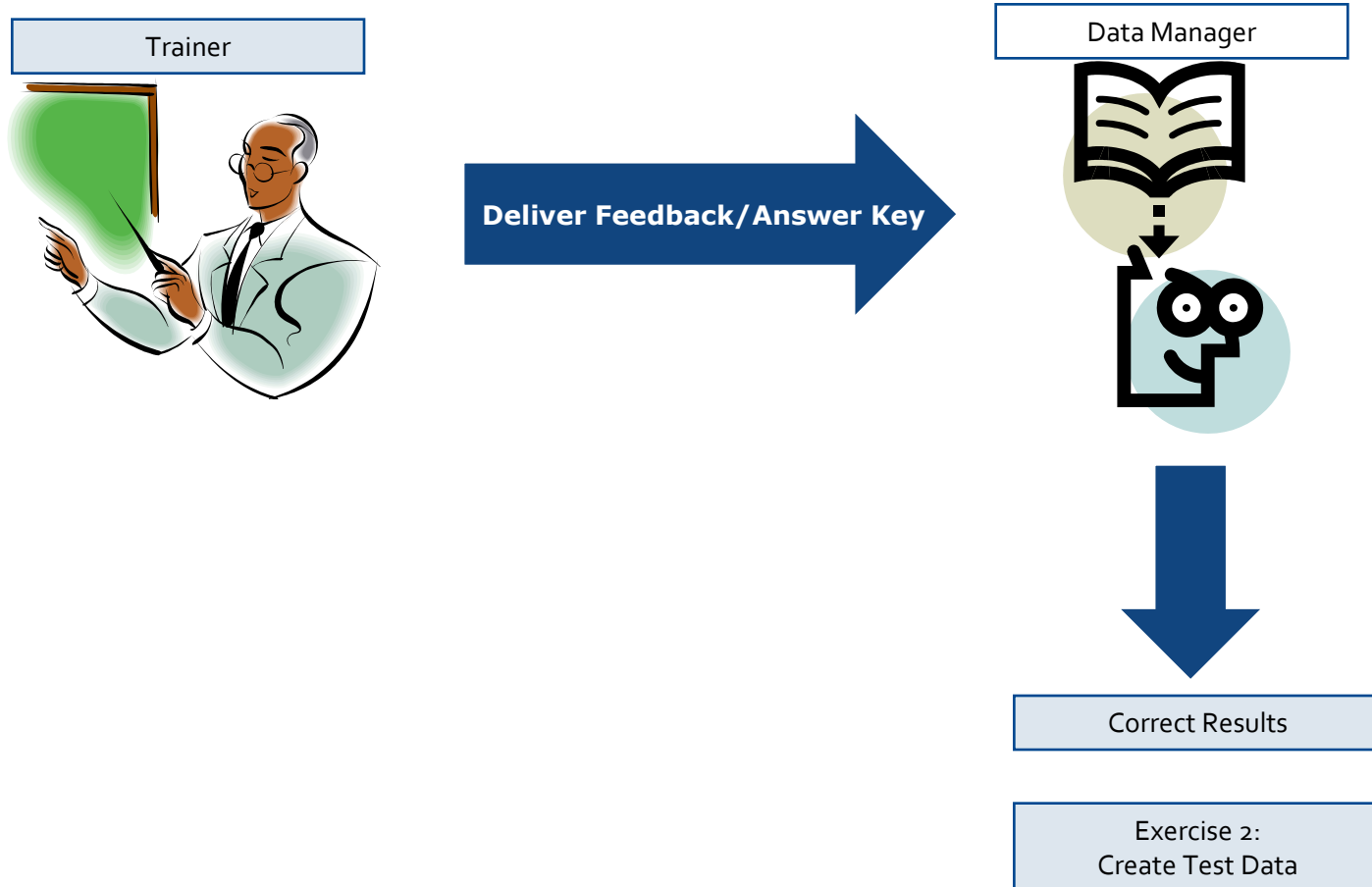
Recommended Delivery Approach



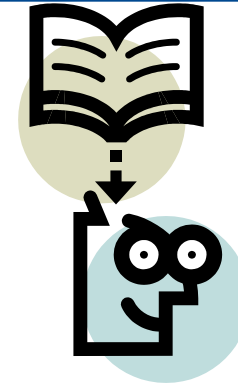
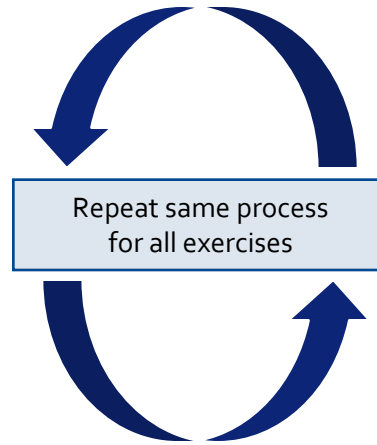
Recommended Delivery Approach



Recommended Delivery Approach



Recommended Delivery Approach



Exercise 2:
Create Test Data

Exercise 3:
Enter Test Data

Exercise 4:
Error Identification/Release Round 1



Summary

- Additional experience increases overall efficiency level of Data Manager
- Each training program is tailored to suit the needs of a company
- Metrics regarding time taken to complete testing are more accurate
- Help to eliminate learning curve errors during production work
- Reduces overall costs as less change requests are required

Thank You

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