IPI Academy

MANAGEMENT forum

Presented by
Management Forum

Documenting Clinical Research with Integrity

15 September 2025
+ 9 March 2026

Documentation is crucial for regulatory compliance, ensuring accuracy and integrity in clinical trials and laboratory work. GDP has evolved over time, guided by ALCOA & ALCOA-plus principles.

Format:
Live online

CPD:
1.5 hours for your records

Certificate of completion

Overview

Good Documentation Practice (GDocP) is essential for regulatory compliance, ensuring accuracy and integrity in clinical trials and laboratory work. Over time, GDocP has evolved, guided by Attributable, Legible, Contemporaneous, Original, and Accurate (ALCOA and ALCOA-plus) principles. Key aspects include maintaining essential records, proper data collection, recording, and ensuring data integrity. Reviewing, reporting, and correcting errors are also crucial for compliance. Effective document control involves handling GMP documents, data backup, retention, and implementing systems to prevent errors. Additionally, auditing and monitoring play a vital role in ensuring quality, with regular monitoring visits, Corrective and Preventive Actions (CAPA), and adverse event reporting helping maintain compliance and data reliability.

Benefits of attending

- **Understand** the importance of GDocP in regulatory compliance
- **Learn** the GDocP essential principles
- **Implement** accurate, complete, and compliant records in clinical research and laboratory settings

Who should attend?

- Clinical research professionals, including clinical research associates, investigators, and study coordinators
- Medical writers, regulatory writers, and publication professionals
- Quality assurance specialists and compliance officers in pharmaceutical and clinical research organisations
- Anyone involved in clinical trial documentation, regulatory submissions, or scientific publications seeking to improve their understanding of good practices and ethical guidelines

Presenter

Samaa Al Tabbah

Dr. Samaa Al Tabbah holds a B.S. in Medical Laboratory Technology (MLT) from the American University of Beirut (AUB) and a Pharm D. in Clinical Pharmacy from the Lebanese American University (LAU). After graduation, Dr. Al Tabbah held a position as a chief pharmacist at the World Health Organization (WHO), Beirut office. At a later stage, she established a pharmacy in Beirut, where she served as a community pharmacist for over 6 years. Dr. Al Tabbah is a strong supporter of the Children's Cancer Center in Lebanon where she served as a volunteer for 4 years. She also acts as a consultant and mentor at the Egypt Scholars Inc. and the International Pharmaceutical Students Federation (IPSF) where she works closely with mentees providing them with concrete clinical and research skills that allow them to identify new research topics, discover new techniques, and pursue a strong career development plan.

Through her work, she has been involved in clinical research; more specifically, in training workshops carried out at the national and international level, in the delivery of sessions on different aspects of the conduct of clinical research, as well as in the conduction of different international clinical research projects. She is the author of many scientific papers published in peer-reviewed journals as well as a book titled "The Clinical Research Process from Initiation to Publication". She is an editorial member of two peer-reviewed scientific journals. She is an Assistant Professor at University Institute for Nursing (Lebanese Red Cross), where she delivers Pharmacology, Microbiology and, Public Health, Community Health, and Clinical Research courses. She was lately appointed as the Global Pharmacovigilance Society Ambassador of Lebanon where she also acts as an acting board member of the society.

Course dates

15 September 2025	**Live online** 12:00-13:30 **UK (London)** (UTC+01) *Course code 15593*	GBP **175** ~~200~~ EUR **245** ~~280~~ USD **280** ~~320~~ **Until 08 Sep**
9 March 2026	**Live online** 12:00-13:30 **UK (London)** (UTC+00) *Course code 15594*	GBP **175** ~~200~~ EUR **245** ~~280~~ USD **280** ~~320~~ **Until 02 Feb**

How to book

Online:
ipi.academy/3221

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

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With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:

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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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