



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Animal Production and Health Division

Announcement

A Joint FAO-TAMU On-line Course on Laboratory Quality Control Systems (June 2 to August 11, 2014)

FAO invites applications for participation in an on-line course on '*Laboratory Quality Systems*' organized with Texas A&M University (TAMU).

Deadline for submission of the application: 6 May 2014.

Minimum education requirement: Masters in Animal Science/Biochemistry/Chemistry/Feed Science.

Other essential requirements: The candidate must be employed and responsible for the laboratory operation and analyses.

Technology requirements: The candidate must have access to:

- A computer that is less than 4 years old;
- Reliable high-speed Internet connection (cable/DSL or better) & Mozilla Firefox browser;
- Office software such as Microsoft Word, Excel, PowerPoint & Excel or equivalent;
- Common plug-ins (e.g., Adobe Reader, Flash Player, virus protection, etc.); and a microphone and speakers; and - CD/DVD player/burner.

Cost: The participation fee for the course (US\$750) covers the cost of instruction, mailing, and materials. Under a special arrangement, candidates selected to participate will be sponsored by FAO and Texas A&M University.

Procedure for submission of the application: Please submit a one-page motivation letter giving reasons for undertaking this course and how the knowledge gained will be used. Include the following information in your letter:

- First name
- Last name
- Physical mailing address for FedEx deliveries
- Phone number
- Email address

The motivation letter should be accompanied by a scanned copy of a time and resource commitment letter from your Director/Head of the organization.

In the event of dropping out of the candidate from the course, the organization will pay an amount of US\$ 250 to TAMU.

The course will be administered by Dr. Tim Herrman, Professor, State Chemist and Director Office of the Texas, TAMU, USA.

The places for the course are limited. The application can be submitted electronically, at your earliest convenience, but not later than 6 May 2014 to: Harinder.makkar@fao.org

The successful candidates will be informed of their selection by 20 May 2014. The selection will be based on the requirements listed above, the motivation letter from the candidate and the letter from the Director/Head of the institution in which the candidate is employed.

COURSE DESCRIPTION

Quality systems and method development used within a laboratory; ensuring the integrity of procedures used in lab processes, chain of custody, information management, and international laboratory standards; regulatory requirements for laboratory operation; bio-security precautions; and laboratory management.

Time candidates need to devote: About 8 hours per week

Course Goals

After completing this course, candidates will possess a practical knowledge of the standard laboratory practices and quality systems required to oversee a scientific laboratory's quality management program. This course is intended to equip the candidate with the breadth of knowledge needed to obtain laboratory data and results that are reliable, interpretable, repeatable, and defensible. Candidates will possess the capability to participate on a laboratory management team including budgeting and forming a technology strategy.

Key Topics

This course will address the following topics:

- Ensuring Validity and Reliability
- Laboratory Procedures
- Quality Assurance: Procedures, Tools & Methods
- Laboratory Management

Course Tools

All course materials and activities will be presented using the Blackboard Learning Management System. You access Blackboard by logging into <http://elearning.tamu.edu>

Class Readings

Most readings will be available in Blackboard in .pdf format. Other readings will be available online, with a hyperlink provided in Blackboard.

Course Presentations

Weekly materials will be presented using a variety of formats, including online slide presentations, audio, and videos.

Exams and Certificate

A midterm and final exam will be administered through the course management system. On successful completion of the course a certificate will be sent to the candidate.

Projects

1. Evaluate a Standard Operating Procedure (SOP).
2. Corrective/Preventative Actions for a situation where you have non-conforming work.

Quizzes/Discussions

Course discussions and quizzes will be used to assess your understanding of concepts throughout the course.

Grading

Your grades will be determined as follows:

Quizzes/Discussions 10% of total grade

Exams 30% of total grade

Projects 60% of total grade

A certificate will be issued on successful completion of the course

Grading Policy

Class assignments, quizzes, and exams must be completed on the dates set by the instructor on the course website unless prior approval has been granted by the instructor.

Attendance, Homework and Make-up Exam Policy

Due to the participatory nature of this Web-based class, regular log-in to the course Web site is expected.