

“Your training solutions provider”

Please Contact Us Today!

Phone: 781-902-4457 or 781-902-4992

Fax: 781-890-4848

training@phaseforward.com

As the pioneer in proven e-process solutions for accelerating global pharmaceutical development, Phase Forward Incorporated is uniquely qualified to meet your specific training needs. As a full service training organization, we develop and maintain a full catalogue of courses specifically designed to support all aspects of the Phase Forward product suite. We are dedicated to making sure that you get the most from our products and services by providing a wide range of educational services including, needs assessment, custom course development, and train the trainer sessions.

All of the courses listed here are regularly offered at our training facilities conveniently located at our headquarters in **Waltham, Massachusetts** at 77 Fourth Ave (77 City Point), Waltham, MA 02451. In addition, many of these same courses are also offered at our other facilities located in Australia, France, Japan, and the United Kingdom. International courses are typically delivered in the local language. Customers who have a number of users to train may find it most effective to have our courses taught at your site. Any course we offer may be customized to reflect your specific requirements. Our goal is to make sure you get the training you need and maximize the benefits of the learning experience.

Contact our Training Coordinators at 781-902-4457 or 781-902-4992 to discuss on-site training, register for an open enrollment course, inquire about pricing, or find out how Phase Forward can help solve your training needs.

Register by Fax

781-890-4848

Student Information

Name: _____ **Phone:** _____
Title: _____ **Fax:** _____
Company: _____ **E-mail:** _____
Address: _____
City, State, Zip: _____

Payment Information

Check **Name on Card:** _____
 American Express **Card Number:** _____
 Visa **Expiration Date:** _____
 MasterCard **Last 3 digits on the back of the Card:** _____
Billing Address for the Credit Card: _____

Course Information

Course Title	Length	Start Date – End Date	Location	Fee
			Waltham, MA	
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Cancellation Terms

If a schedule conflict requires a change to the date of your training program, the date by which we receive written notification from you will determine whether certain fees apply. If you cancel within ten (10) business days of the course for which you are registered, Phase Forward will retain half of your registration fee. Failure to cancel and/or reschedule in advance will result in forfeiture of the full (100%) course fee. In the case of illness or emergency where an instructor is unable to teach a course, Phase Forward will make every effort to accommodate the client. In the event that Phase Forward cannot arrange to have an instructor teach the course, Phase Forward will reschedule the course as soon as possible to meet the needs of the client with no additional expense. Phase Forward reserves the right to cancel any course at our training center prior to the scheduled date. If we must cancel or postpone a course for any reason, we will provide at least ten (10) business days notice.

Schedule of Courses

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Waltham, MA Courses - Descriptions	Aug 2010	Sep 2010	Oct 2010	Nov 2010	Dec 2010
<p>Using Clintrial™ 4.6/4.7 Enter, Manage & Retrieve (2 days) This course provides an overview of the Clintrial clinical data management system, as well as providing the skills necessary to perform tasks using the Enter, Manage, and Retrieve modules.</p>					2-3
<p>Clintrial™ 4.6/4.7 Design (4 days) This course provides the Programmer or Study Designer with the skills necessary to design the Clintrial software database.</p>					6-9
<p>InForm™ GTM 5.0 Site and Sponsor Training (1 day) This is a course for end users designed to show you how to perform the tasks associated with entering, validating, and reviewing electronic clinical data in InForm trials.</p>			19		
<p>InForm™ GTM 5.0 Reporting and Analysis Training (1 day) This is a course for monitors designed to show you how to produce ad hoc reports, including detail, summary, crosstab, and chart reports, using the InForm Ad Hoc Reporting tool.</p>			22		
<p>InForm™ GTM 5.0 End User Train the Trainer (3 days) This is a "How-to" workshop with strong emphasis on mastering the InForm software. It is designed for those who wish to master the skill set needed to train one on one, site and sponsor users not able to attend investigator meetings, and complies with regulatory requirements. Practical hands-on introduction to the InForm software and how clinical tasks are performed.</p>			19-21		
<p>Creating Trials Using InForm Architect™ 4.6 (2 days) This course presents the concepts and procedures needed to create forms using InForm Architect™.</p>		27-28			
<p>Adding Rules in InForm 4.6 (3 days) This course presents the concepts and procedures needed to add functionality to eCRFs, thereby expanding the capabilities of the InForm™ application. The focus of the module is on the structure of rules and how to attach rules to forms to ensure that the correct data are entered and validated.</p>		29-1			
<p>Using Central Designer (2 days) This course is intended for clinical trial professionals who are responsible for designing clinical trials. The focus of this course is on logging on to the Central Designer software, navigating in the application, using Central Designer libraries, working with study objects such as items, forms, study events, and study elements, designing a study workflow, defining data-entry rules, using collaboration features and validating and deploying a study.</p>				16-17	
<p>Central Designer Rules Workshop (2 day) This course is intended for clinical trial professionals who are responsible for designing clinical trials. The focus of this course is on defining rule expressions, specifying rule actions, creating and using constants, importing and using functions, creating complex data-entry rules, creating a logical schema to use in defining rules and validating and deploying a study.</p>				18-19	
<p>Trace 4.2 End User Training (1day) This course is intended for all specialists who will be using Clintrace 4.2 software. It will assist you to launch the Empirica Trace software and navigate the user interface, enter, edit, code, and review case data, evaluate and approve cases using the Trace workflow, work with medical devices, create and manage queries, and generate and manage expedited and periodic reports.</p>			4		
<p>Trace 4.2 Reporting Workspace Training (1 day) This course describes the Trace Reporting Workspace environment, describes the Trace Ad Hoc Reporting data model, creates listing, tabular, and graph reports using the Ad Hoc Reporting tool, customizes ad hoc report output, and runs and saves Trace ad hoc reports.</p>			5		
<p>Trace 4.2 Producing Trace Reports Training (1 day) This course describes the regulatory and internal reports available within Trace and offers best practices for requesting and producing these reports. It will assist you in the preparation of periodic reports.</p>			6		
<p>Trace 4.2 System Admin Training (1 day) This course is intended for all clinical trial specialists who will be using the 4.2 user interface to perform system setup and administration tasks. Upon completing this course you will be able to create and manage users, roles, rights, work teams and groups. To maintain code lists, manage drug approval, device and vaccine information, work with coding options, dictionaries and synonyms, set up E2B Senders and Receivers, manage queries and case assignments, and configure system settings and authentication options.</p>			7		
<p>Trace 4.2 Report Distribution Training (1 day) This course is intended for Trace administrators responsible for planning, setting up, and maintaining global report distribution. After completing this course, participants should be able to describe the global report distribution process and requirements, set up product profiles, recipient contacts, and report recipients, manage case selection rules, manage the distribution matrix, and perform release management.</p>			8		

If the required minimum enrollment is not reached ten (10) business days prior to the scheduled delivery date, Phase Forward reserves the right to cancel the class, and notify all enrolled students.