**SAMPLE AGENDA DOCUMENT**

**Title of CME activity:** Workshop on Quality Assurance for Private Diagnostic Centres.

**No. of days:** 2 days **Date: From** June 11, 2016 to June 12, 2016

**Venue:**

Day 1 Date: June 11. 2016

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| **Time**  | **Topic of Presentation** | **Resource Persons** |
| 8:15- 8:30 am | Registration of the participants  | - |
| 8:30-9:00 am | Introduction  | Rixin Jamtsho |
| 9:15–9:30 am | * General Concept of Quality Assurance & Good Laboratory Practices
 | Rixin Jamtsho |
| 9:30–10:30 am | * Correlation of laboratory results in clinical chemistry
* IQC Statistics and interpretation of westgard’s rules
 | Rixin Jamtsho |
| 10:30 -10:40 am | **Morning Tea Break** |  |
| 10:45–1:00 pm | **Internal Quality Control*** Establishment of IQC & interpretation of LJ charts
* Preparation of monthly Performance Report & Concept of calibration
 | Rixin Jamtsho |
| 1:00 -2:00 pm | **Lunch Break** |  |
| 2:00-3:30 pm | * Practicals on use of IQC charts.
 | Rixin JamtshoGetshen |
| 3:30-3:40 pm | **Evening Tea Break** |  |
| 3:40-4:00 pm | * Operation of Photometers
 | Rixin Jamtsho |
|  | * Practical on operation, calibration and programming of Photometer.
 | Karma Tenzin |
| 4:00-6:00 pm | * Evaluation of Phuentsholing Lab using the Evaluation checklist
 | Rixin Jamtsho |

Day 2 Date: June 12. 2016

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| **Time**  | **Topic of Presentation and activities**  | **Resource Persons**  |
| 8:30-10:30 am | * Concept of Calibration & Method validations
* Concept of Reference System, traceability & Uncertainty
 | Rixin Jamtsho |
| 10:30-10:40 am | **Morning Tea Break** |  |
| 10:45am – 1:00 pm | * .Quality Assurance in Radiology
 | Radiologist/Radio-Technologist |
| 1:00-2:00 pm | **Lunch Break: High Level Officials from MOH and Proprietors will join the lunch and the meeting in the afternoon.**  |  |
| 2:00-2:10 | Welcome speech by coordinator of the private diagnostic centres |  |
| 2:00-3:30 pm | * Presentation by group leaders on evaluation report
 | - |
| 3:30-4:00 pm | * Remarks by Director General/CPO, QASD
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| 4:00-5:00 pm | * Discussion of issues, formation of Association and appointment of chair person for the Association of Private Diagnostic Centres
 | All  |