

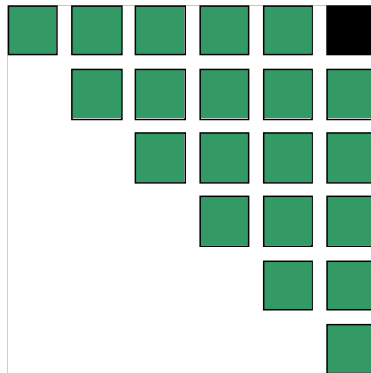
EMWA

European
Medical Writers
Association

EMWA

***EMWA
Professional
Development Programme***

***Brochure
November 2007***



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Professional
Development
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*The EMWA Professional Development Committee issued this
brochure in November 2007*

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1. Introduction



The EMWA Professional Development Programme (EPDP) provides high-quality training for medical writers through workshops and homework assignments. Workshops are selected, developed and approved for inclusion in the EPDP by the EMWA Professional Development Committee (EPDC), under the chairmanship of the EMWA Education Officer. The approval process is described in the Workshop Leaders Handbook, available on our website, www.emwa.org.

By completing eight workshops, participants can obtain an EPDP certificate, as described below. This is one of the few opportunities of obtaining a qualification in medical writing.

One important aim of the EPDC is to ensure that EMWA certification is regarded by the medical writing community, employers and clients as a valuable qualification. To achieve this, the EPDC strives to ensure a high level of quality for workshops and workshop leaders, and to ensure that participants meet the required standards of performance to obtain credit when completing workshop requirements.

Foundation & Advanced Levels

There are two levels of certificate: *foundation* and *advanced*.

An EPDP **specialised** or **multidisciplinary** certificate at foundation level is awarded to candidates who have gained credits for eight foundation workshops as follows:

- At least five workshops in a single option to qualify for a **specialised** certificate in that option.
- Workshops in at least two options but no more than four workshops per option for a **multidisciplinary** certificate.

Candidates may obtain more than one specialised foundation certificate after completing the appropriate requirements for each certificate.

An EPDP certificate at advanced level is awarded to candidates who obtain credit in any eight advanced workshops. Advanced certificates are limited to one per candidate.

Accreditation

Candidates for EPDP accreditation must be EMWA members and must also be enrolled in the EPDP (see section 4) in order to be eligible for credit.

It is possible to participate in a workshop without being enrolled in the EPDP, but no credit towards an EMWA certificate will be awarded for that workshop, even if the participant enrolls in the EPDP later, i.e. credit cannot be awarded retrospectively.

It is possible to be enrolled either at the foundation level, or at the advanced level, or at both levels simultaneously. There are no formal prerequisites (e.g. completion of a foundation level certificate) to enrol at advanced level. However, to obtain maximum benefit from the workshop and minimize the risk of failing a workshop, candidates are strongly advised to select each workshop according to their educational needs and experience in that particular area.

To receive credit for an approved workshop, candidates must successfully:

- Complete a pre-workshop assignment and a needs analysis questionnaire (usually up to 2 hours)
- Attend the workshop itself (3 or 3.5 hours)
- Complete a post-workshop assignment (usually up to 3 hours)

The times required to complete the pre-workshop and post-workshop assignments are a general guide only, and individual participants may require more or less time depending on their experience.

Candidates must submit assignments to the workshop leader by the deadlines provided by the workshop leader to qualify for credit.

Conferences

EMWA holds a spring and an autumn conference in different European cities each year. These are the only events where EPDP workshops are available for credit. Many additional activities outside the educational programme will be available to conference attendees; full details are provided in each conference brochure.

The Education Officer assembles the workshop programme at each conference, ensuring a balance of workshop options and levels at each session. Popular workshops that are frequently oversubscribed may be run more than once. The workshops offered at each conference depend on several factors such as the availability of the workshop leaders and the size of the conference. Normally, several workshops are run in parallel during each conference session.

Attendance per workshop is limited to 32 participants for foundation workshops and 20 participants for advanced workshops (some advanced workshops have a lower limit to suit their educational objectives).

Candidates may register for **up to four** credit workshops at any one conference. Workshop places are allocated on a first-come-first-served basis.

Non-Credit Workshops and Seminars

Workshops that are not EPDP-approved may also be available at the EMWA conferences. These workshops will not count towards the EPDP certificate.

Some of these workshops may be undergoing assessment for subsequent inclusion in the EPDP and are offered at a discounted rate (see section 4). If they are subsequently approved, retrospective credit **cannot be awarded** for participation while under assessment.

As a complement to the educational programme, EMWA conferences also offer short workshops (1.5 hours), “soft skills” and other special interest workshops that are not for credit, as well as events such as seminars and discussion forums that are not part of the EPDP.

There is no restriction on the number of non-credit workshops or other events that may be attended at any one conference.

2. **Available Workshops**



Currently approved workshops and those under assessment (marked with an asterisk) are listed below. In some cases, the same or similar topics are provided by different workshop leaders. Participants should consult the workshop abstract (see section 3) or may contact the Education Officer if they are not sure which choice to make between similar workshops. New workshops are frequently added to the EPDP and so the most recent edition of this brochure should be consulted.

Drug Development, foundation

Writing Clinical Study Reports using ICH E3	Stephen de Looze
Subject Narratives for Clinical Study Reports	Gail Gerhartz
The Clinical Study Protocol: Content and Structure	Walther Seiler
The Clinical Study Protocol	Virginia Watson and Wendy Kingdom
Basic Concepts of Study Design in Clinical Development	Rosie Bischoff and Adam Jacobs
The Investigator's Brochure	Barry Drees
Writing a Patient Information Leaflet for a Clinical Trial	Wendy Kingdom
Introduction to Pharmacokinetics	John Carpenter
Introduction to Quality of Life	Beate Wieseler
Drug Safety for Medical Writers	Wendy Kingdom
From Protocol to Study Report: What's In-between?*	Franziska Pirkl
European Regulatory Procedures for Medical Writers	Viola Hoffmann

Drug Development, advanced

Medical Writing Between Dossier Submission and Drug Approval	Douglas Fiebig
e-Submissions	Art Gertel
Advanced Clinical Study Design	Rosie Bischoff
Serving Two Masters: Comparing and Contrasting US and EU Regulatory Submissions and Processes	Art Gertel and Susan Bhatti
Periodic Safety Update Reports using ICH E2C	Alison Rapley
Medical Writing and Observational Studies	Thomas Wagner
Writing Global Submission Dossiers using the Common Technical Document	Stephen de Looze
The CTD Clinical Overview	Debbie Jordan
The CTD Clinical Summary*	Debbie Jordan

Language and Writing, foundation

Punctuation

Alistair Reeves

Essentials of Editing and Proofreading

Barbara Grossman and
Marian Hodges

Medical and Pharmaceutical English for Non-Native Speakers

Susanne Geercken and
Alistair Reeves

Syntax, Meaning and Word Order

Alistair Reeves

Sharpen Up Your Writing Skills

Jo Whelan

Word Usage Distractions: Taxonomy and Revision

Michael Schneur

Summarising*

Wendy Kingdom

Language and Writing, advanced

Adverbs and Tense

Susanne Geercken and
Alistair Reeves

Syntax Distractions, Taxonomy and Revision: Apposition

Michael Schneur

Syntax Distractions, Taxonomy and Revision: Coordination

Michael Schneur

Collocations in Medical Writing and Translation

Sofija Micic

Beyond Simple Editing*

Barbara Grossman and
Marian Hodges

Master Class: Editing and Rewriting English Texts Originating from Non-Native Speakers*

Rosie Bischoff

Medical Communication, foundation

From Clinical Study Report to Manuscript

Helen Baldwin

Creating an Impact with Posters

Julia Donnelly

Publication Planning

Julia Donnelly

Marketing your Manuscript and Dealing with Biomedical Journals

Elise Langdon-Neuner

Targeting your Audience

Julia Forjanic Klapproth

Health Communication: Insights into Intention*

Catherine Mary

Communication in Multidisciplinary Teams*

Andrew Walker and
Jonathan Edwards**Medical Communication, advanced**

Publication Strategy

Julia Donnelly

Systematic Reviews*

Beate Wieseler

Medical Science, foundation

Pharmacology for Medical Writers: Part 1 – The Basics	John Carpenter
Pharmacology for Medical Writers: Part 2 – Hormones, Inflammation, GI, Pain, CNS, Infection and Cancer	John Carpenter
Basics of Epidemiology for Medical Communicators	Rita Wellens
Pharmacogenetics*	Andrea Palluch

Medical Science, advanced

Advanced Epidemiology*	Rita Wellens
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Professional Techniques, foundation

Data Presentation I: Tables and Graphs	Barry Drees
Critical Appraisal of Medical Literature	Adam Jacobs
Time Management for Medical Writers	Debbie Jordan
Interpreting and Reporting Measures of Risk	Tom Lang
Information Sources for Medical Writers	Alison Rapley
Using Statistics in Medical Writing	Barry Drees
Medical Writing and Quality Control: Clinical Study Reports	Alison McIntosh
Medical Writing and Quality Control of Documents Entering the Public Domain: Manuscripts and Abstracts	Alison McIntosh
Word Processing for Power Users	Adam Jacobs
Web Wizardry: How to Create a Website	Shanida Nataraja
Cross-Cultural Communication	Kari Skiningsrud
Optimising the Review Process of Documents in the Pharmaceutical Industry*	Volker Peinke
Writing PowerPoint Slide Kits*	Richard Clark

Professional Techniques, advanced

Statistical Thinking for Medical Writers	Victoria Cairns
Slippery slopes: Survival Analysis and Regression Clouds (Kaplan-Meier, Correlation and Regression Analyses)	Barry Drees and Thomas Schindler
Data Presentation II: Advanced Data Presentation	Barry Drees
Interpreting and Reporting Diagnostic Test Characteristics	Tom Lang
Do More with Less Faster: Project Management for Biomedical Communications	Art Gertel

Soft Skills

An Introduction to the Alexander Techniques – How to Avoid Many of the Health Problems Associated with VDU Use	Alice Knight
Mentor-guided Analytical Thinking (MAT): A Method for Training Medical Writers and Editors	Tom Lang

3. Workshop Abstracts & Workshop Leaders



EMWA is setting up an online database of abstracts for all approved EPDP workshops and personal summaries of the workshop leaders who participate in the EPDP.

At present, most of this information can be obtained from brochures of previous conferences for workshops run at each conference. These brochures can be downloaded as PDF files from the EMWA website at www.emwa.org.

4. Enrolment & Fees



Enrolling in the EPDP

Enrolment in the EPDP can be done together with conference registration on the conference registration form, or when applying for EMWA membership, or by contacting EMWA Head Office at any time. It is also possible to enrol in the EPDP during an EMWA conference.

Credits can normally only be accumulated for workshops completed after payment of the EPDP enrolment fee.

Retrospective award of credits is not possible. However, in the case of EPDP enrolment during a conference, all credit workshops taken at that conference will be eligible for credit provided the remaining requirements (see page 5) are met.

It is permissible to enrol for the foundation and the advanced levels simultaneously; each incurs a separate enrolment fee.

The enrolment fee is valid up to five years, irrespective of EMWA membership status. If sufficient credits are obtained during that period to qualify for an EMWA certificate, EPDP enrolment expires when the certificate is issued.

Participants wishing to enrol for a second foundation certificate must pay an additional enrolment fee before any credits can be accumulated towards the second certificate.

After five years, re-enrolment is required if not all credits have been obtained towards the EMWA certificate.

Fees

The fees for enrolment in the EPDP and for attending EPDP workshops are as follows (status November 2007):

Foundation level:

Enrolment in the EPDP at foundation level	€100
Attendance at each foundation workshop	€35
Discounted rate while under assessment	€0

Advanced level:

Enrolment in the EPDP at advanced level	€100
Attendance at each advanced workshop	€10
Discounted rate while under assessment	€40

Workshops are only open to EMWA conference attendees.

Please note that credit workshops carry the above fees whether or not the participant intends to gain credit for the workshop.

Details of fees for non-credit workshops and seminars that may be also offered during EMWA conferences (see page 6) are provided on the conference registration forms.