

E-Learning Courses Standard Operating Procedure

The Global Health Network e-learning short courses are developed using the following process:

1. Course material is donated from respected research centres and/or experienced and respected researchers. The donated course material usually originates from a face to face taught course and can be in the form of a PowerPoint presentation, training hand-outs, Standard Operating Procedures, facilitators training guides and/or training handbooks etc.
2. The material is used as the 'blueprint' from which the e-learning course is constructed. This ensures that the flow of the e-learning course is representative of the face to face course. The material is then re-formatted into sections which will appear as one page of the e-learning module. Each section should contain around 500 words.
3. Sections of the course that are lacking in content are then updated by the Training Manager and/or The Global Health Network collaborators using trusted and documented source materials.
4. Through a series of edits and reviews between the Training Manager, the source of the donated material and/or collaborators the course is forged into an e-learning short course consisting of no more than 5000 words.
Note: This word limit ensures that each course takes between 30-45 minutes to complete. If a course is considerably longer than 5000 words then it can be split into parts with each part no more than 5000 words.
5. A multiple choice quiz is constructed with a minimum of 20 questions that becomes the final section of the course.
6. Once the e-learning course is complete to the standards of both the source of the donated material and the Training Manager the course is then sent for peer review.
7. Peer review is usually undertaken by experienced and respected individuals from a field related to the content of the course. The reviewers are sourced from the network of collaborators throughout The Global Health Network
8. All edits recommended by the peer review are then incorporated into the e-learning course where appropriate and these changes are then reviewed again to ensure they are correct.
9. The course is then uploaded to the staging area of the E-Learning Centre where adjustments can be made to each section to improve the aesthetics and presentation of the information. This can include diagrams, images, animations etc.

10. The funders (if applicable), donators of the source material, the source material itself and all reviewers are always clearly acknowledged in the 'Acknowledgement' section at the beginning of all Global Health Network e-Learning courses. The first author is whoever is suggested between the donator of the source material and collaborators.
11. The course is then taken/reviewed by members of The Global Health Network, the donator of the source material and collaborators before being placed 'live' on the E-Learning Centre of The Global Health Network for all members to access.
Note: Course certification is automatically produced using the course title, username and score achieved upon successful completion of the multiple choice quiz (80% or more). This must be verified before the course goes live. Each certificate issued has a unique number that the Training Manager can use to verify, if asked, the validity of any certificate that has been issued.
12. The course is then submitted for translation into multiple languages with members of the network, collaborators, organisations, and/or professional translator's etc.
13. Once a translation is complete it is uploaded to the staging area of the e-Learning Centre in an identical format to the original English version by a member of Training Manager.
14. An experienced medical translator fluent in both English and the translated language is contracted to proofread the entire course including the multiple choice questions and answers. The proof-reader is sent a link to the English and translated versions of the course on the staging area of the website. They are also given a proof reading grid in which they are expected complete and return. The proofreading grid requires the following information for each change required:
 - The URL for the page where the change is required
 - Description of where the change appears (if required)
 - The original wording
 - The updated wording
 - Reasons for the change
15. Once the Translation review is complete the proofreading grid is returned and all the recommended changes are implemented to the on-line version of the course by a member of The Global Health Network team.
16. After the changes have been implemented the translator who completed the review is expected to confirm that the changes they recommended have been implemented correctly using the completed proofreading grid. If further changes are required this process continues until the reviewer is satisfied with the final translation.

17. This translation is then placed live on The Global Health Network E-Learning Centre for all members to access.
18. When a new course/translation is placed live The Global Health Network E-Learning Centre an email must be sent to the World Wide Antimalarial Resistance Network and the East African Consortium for Clinical Research so the their online courses webpage can be updated with a link to the new course/translation.
19. Each e-learning course must be reviewed annually from the date it goes live on the website by an expert review panel.

The following text describes the process for initial and ongoing recognition of e-Learning courses created by and/or hosted on The Global Health Network E-Learning Centre.

It is important that these courses are high quality and recognised. Therefore we have established a recognition scheme where various well respected organisations and institutions state their endorsement and recognition of these courses. This recognition scheme is an alternative to accreditation. This approach is more appropriate because any form of accreditation would be bound to the authority of an individual organisation from a single country/region. This contradicts the ethos of The Global Health Network as an open access collaboration to support clinical trials in all regions and for all disease areas.

Organisations that recognise The Global Health Network e-learning short courses will be sent a document that outlines the process by which courses are developed and approved, a list of current courses, as well as the web links to the courses. They are asked to sign an MoU that will be taken to be confirmation of the quality of the process used to develop the courses, and which allows their recognition to be reflected on the course pages and certificate.

This recognition will be indicated on the site by including the institution's logo, along with all institutions who have provided recognition, under the statement:

These e-learning courses are formally recognised for their quality and content by the following organisations and institutions:

This recognition does not entail a line-by-line review and approval, but provides recognition that the courses have been developed using a rigorous, defined quality assurance process. This does not preclude a line-by-line review of the content of any of the courses, but this is not necessary for participation in the endorsement process. All organisations will be approached annually and supplied with an updated list of courses and be asked if they wish to renew their recognition/endorsement of the courses.

In signing the endorsement/recognition statement, the participating organisations agree to allow their name and logo to be displayed on the course recognition page on the E-Learning Centre, as well as to allow the same information to appear on the printed certificate. The courses will not carry academic credit at any of the institutions.

Liability The contents of the e-learning centre are governed by the limitation of liability statement which covers all the content on The Global Health Network. The following statement is placed on the landing page for the e-learning centre: *‘The courses listed here are developed through a rigorous, quality controlled process, and we are careful to ensure that all material is carefully reviewed prior to being posted. However, we cannot be responsible for any errors or inaccuracies that may remain in error. The full terms and conditions of all material posted on the network are listed here <http://tghn.org/terms/>’.*