



STANDARD OPERATING PROCEDURE		Page No.	1 of 2
		SOP No.	IPC/PvPI/HR/003
Division	Human Resources	Revision No.	00
Effective Date	21/11/2016	Review Date	20/11/2019

Title: SOP for conducting teleconference meeting with AMC PvAs

1.0 OBJECTIVE

To lay down a procedure for teleconference between NCC and AMCs for effective communication/functioning of AMCs.

2.0 SCOPE

This SOP shall be applicable to Pharmacovigilance Programme of India.

3.0 RESPONSIBILITY

3.1 All staff of the NCC-PvPI shall be responsible for adherence to this SOP.

3.2 HR & IT division shall be responsible for conducting & coordination with PvA for Teleconference.

3.3 Quality Manager/Technical Manager shall ensure overall implementation of this SOP.

4.0 ACCOUNTABILITY

Officer in-charge –Pharmacovigilance of India

5.0 PROCEDURE

5.1 The Teleconference meeting shall be conducted with the AMC-PvAs as per schedule. The schedule of teleconference shall be prepared by HR division in coordination with IT division.

5.2 NCC-PvPI, HR division shall inform to AMC-PvA for the schedule of teleconference meeting at least one week in advance and copy to AMC Coordinator.

5.3 AMC-PvA shall send the confirmation mail for teleconference.

5.4 Challenges & issues related to functioning of AMC shall be discussed by PvA of AMC with NCC personnel handling the respected centre along with HR & IT

	Name	Designation	Signature	Date
Prepared by	Anushka R	HR Associate		17/11/2016
Reviewed by	Dr. Pawan K. Saini	Scientific officer		18/11/2016
Approved by	Dr. Kaliselvan	PSO		21/11/2016

INDIAN PHARMACOPOEIA COMMISSION
National Coordination Centre-Pharmacovigilance Programme of India



STANDARD OPERATING PROCEDURE		Page No.	2 of 2
		SOP No.	IPC/PvPI/HR/003
Division	Human Resources	Revision No.	00
Effective Date	21/11/2016	Review Date	20/11/2019

Title: SOP for conducting teleconference meeting with AMC PvAs

personnel. An attendance of the personnel attended the teleconference shall be taken for the record.

5.5 Teleconference shall be scheduled in such a way to interact with all AMCs PvA with NCC at least quarterly or as per requirement/ instruction from officer in-charge PvPI to conduct the teleconference.

5.6 Teleconference outcomes

5.6.1 A minutes of meeting shall be communicated by NCC -PvPI in consultation with officer in-charge PvPI to all other participants of teleconference for implementation and rectifying the issues.

6.0 SAFETY AND PRECAUTION

6.1 Do not use any SOP if it is not signed and issued by QA Personnel or the authorized signatures.

6.2 Do not use adhesive tape or whitener on SOP.

6.3 Do not share the SOP information outside the organization.

7.0 REFERENCES : In house

8.0 ABBREVIATIONS

PvPI : Pharmacovigilance Programme of India

NCC : National Coordination Centre

IPC : Indian Pharmacopoeia Commission

PvA : Pharmacovigilance Associate

9.0 ANNEXURE : Not applicable

	Name	Designation	Signature	Date
Prepared by	Arusha R	HR Associate		17/11/2016
Reviewed by	Dr Pawan K. Saini	SO		18/11/2016
Approved by	Dr. Kalai Selvan	PSO		21/11/2016

ISSUED COPY No.....