



PRESENTS

Ref IAF-AB/CO/ADM/2024-25/505

**5 DAYS LEAD AUDITOR TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
IQIPS- IMPROVING QUALITY IN PHYSIOLOGICAL SERVICES
ACCREDITATION (IQIPS)**

Dear Sir,

As is widely known, IAF-AB is conducting various technical courses inviting interested personnel/technocrats for enhancing & fine-tuning of the skill.

IAF-AB organizing **Five Days Lead Auditor Training Programme** Classroom & online Training course for IQIPS-Improving Quality in Physiological services accreditation (IQIPS) series management system.

a) ISO INTRODUCTION

The standards published by ISO undergo changes periodically, to reflect the best-suited practices over the changing times. ISO series of standards

For a business unit to successfully set up an IQIPS-Improving Quality in Physiological services accreditation (IQIPS) management systems or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system IQIPS-Improving Quality in Physiological services accreditation (IQIPS) requirements. They must also be able to assess their suppliers required management system to support own Quality Initiative.

To increase professionalism, quality auditors also seek formal registration with the IAF-AB (UK & INDIA) one of the prerequisites for such registration requires the quality auditors and practitioners to successfully complete an IAF-AB (UK & INDIA) approved auditor training.

b) OBJECTIVE OF THE COURSE:

The objective of the course is to illustrate the importance of the **Five days Lead Auditor Training Programme** role, skills and competency in bearing the ultimate responsibility for the effective performance of the audit team. A practical and intensive course for training quality professionals to External, Internal and manage third and second party audits of an IQIPS-Improving Quality in Physiological services accreditation (IQIPS) Management System.

Course describes how to plan and perform an audit, report findings, conduct opening and closing meetings and establish follow-up action. You will understand by the end of the course how regular auditing by an audit team directed by a competent internal auditor is the foundation of an effective IQIPS-Improving Quality in Physiological services accreditation (IQIPS) Management System. On completion of the course, you will have the necessary

skills and the experience to Internal Audit and manage your own audits. The learning process will include a series of tutorials, exercises, culminating in both practical and written examination. Delegates will be supplied with a bound set of comprehensive course notes.

c) COURSE CONTENTS:

- Introduction to IQIPS-Improving Quality in Physiological services accreditation (IQIPS) Management System
- Vocabulary & understanding definitions
- Introduction to IQIPS-Improving Quality in Physiological services accreditation (IQIPS)- Management System Requirements
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 70% passing marks.

Day 1: Introduction to IQIPS and Accreditation Principles

Session 1: Overview of IQIPS

- Introduction to IQIPS standards and framework
- Importance of accreditation in physiological services
- Key definitions and terminology

Session 2: Accreditation Process and Requirements

- Structure and requirements of IQIPS
- Role of accreditation bodies in healthcare
- The accreditation process: application, assessment, and surveillance

Session 3: Principles of Auditing

- Understanding the audit process
- Types of audits: internal, external, and accreditation audits
- Role and responsibilities of the lead auditor

Day 2: Planning and Preparing for Audits

Session 4: Audit Planning

- Developing an audit plan: objectives, scope, and criteria
- Identifying resources and establishing an audit team
- Conducting preliminary risk assessments

Session 5: Preparing for the Audit

- Gathering documentation and relevant information
- Pre-audit meetings and communication with stakeholders
- Setting up audit checklists and tools

Session 6: Conducting Document Reviews

- Understanding documentation requirements for IQIPS
- Techniques for effective document review
- Identifying compliance gaps through documentation analysis

Day 3: Conducting Audits

Session 7: Opening Meeting and Audit Execution

- Conducting the opening meeting: objectives and expectations
- Techniques for effective interviews and observations during audits
- Collecting and verifying audit evidence

Session 8: Assessing Compliance

- Evaluating compliance with IQIPS standards
- Using objective evidence to support findings
- Identifying strengths and weaknesses in the organization's practices

Session 9: Managing Audit Team Dynamics

- Leadership skills for lead auditors
 - Fostering collaboration and teamwork within the audit team
 - Addressing challenges and conflicts during audits
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Day 4: Reporting and Follow-Up

Session 10: Audit Reporting

- Structure and content of audit reports
- Communicating findings and recommendations effectively
- Techniques for writing clear and concise audit reports

Session 11: Conducting Closing Meetings

- Preparing for and conducting the closing meeting
- Presenting findings and obtaining feedback from auditees
- Discussing next steps and action plans

Session 12: Follow-Up and Continuous Improvement

- Importance of follow-up actions post-audit
 - Monitoring implementation of corrective actions
 - Strategies for fostering a culture of continuous improvement
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Day 5: Practical Application and Case Studies

Session 13: Case Studies in Physiological Services

- Reviewing real-world case studies of IQIPS audits
- Lessons learned and best practices
- Group discussions and analysis of case scenarios

Session 14: Mock Audit Exercise

- Conducting a mock audit in small groups
- Role-playing as lead auditor, team members, and auditees
- Feedback and debriefing session

Session 15: Final Assessment and Course Conclusion

- End-of-course assessment (written or practical evaluation)
 - Review of key concepts and learning outcomes
 - Issuance of certificates of completion for IQIPS Lead Auditor Training
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Who Should Attend

- Quality managers and auditors in physiological services
- Professionals involved in the accreditation process
- Individuals aspiring to become lead auditors in healthcare settings
- Clinical physiologists and other stakeholders in physiological services

For detail of contents refer our website at <https://iaf-ab.org/>

d) WHO SHOULD ATTEND:

- 1) All employees whose work responsibility directly affects IQIPS-Improving Quality in Physiological services accreditation (IQIPS).
- 2) Those individuals willing to take up external auditing as a future profession by becoming an independent auditor.

- 3) Those who intend to enroll themselves to IAF-AB (UK & INDIA) Registration Schemes of IQIPS-Improving Quality in Physiological services accreditation (IQIPS).
 - 4) Management Representatives responsible for effective implementation and execution of IQIPS-Improving Quality in Physiological services accreditation (IQIPS).
- e) **FACILITIES:**
All facility for delegates covering lecture hall, tea and lunch will be arranged by Client or if you are attending the course at IAF-AB office. IAF-AB institute will arrange the above facility.
- f) **COURSE DETAILS:**
Detail program of every days training course will be sent / given on the first day to the delegates on registration.
- g) **DURATION:**
Five days Lead Auditor Training program for IQIPS-Improving Quality in Physiological services accreditation (IQIPS) [Timings: 10.00 am to 6.00 pm]
- FEES:**
- h) **5 Days Lead Auditor Training program of IQIPS-Improving Quality in Physiological services accreditation (IQIPS) is Rs 25000+18%GST**

Payment should be made by Cheque / DD in favour of **“IAF-AB, Mumbai”**



Indian Overseas Bank

BANKERS DETILS FOR EFT/ECS/RTGS/NEFT PAYMENT

| Sr. No. | Name | Details |
|---------|-----------------------|------------------------------------------------------|
| 1. | Name of Beneficiary | IAF-AB For (UKJAS Accreditation Pvt Ltd) |
| 2. | Name of Bank | Indian Overseas Bank |
| 3. | Bank Branch | Station Road, Palwal Branch, haryana |
| 4. | Bank Branch Code | 1667 |
| 5. | Account No | 166702000000340 |
| 6. | RTGS/NEFT / IFSC Code | IOBA 0001667 |
| 7. | SWIFT BIC | IOBAINBB089 |
| 8. | Account Type | CURRENT |
| 9. | MICR code | 110020106 |
| 10. | Email Id | info@iaf-ab.org |
| 11. | PAN No. | AVZPS7816G |
| 12. | GST No. | 27AVZPS7816G1ZN |

We hereby declare that the particulars given above are correct and complete.
Thanking You

Step for Admission:

1. Select the course, you want.
2. Choose Classroom/Distance Learning
3. Pay the fees by ECS/RTGS/NEFT to our Indian Overseas Bank Account
4. Send transaction ID/Deposit Slip along with duly filled Registration form
5. Get Confirmation of your admission by email. Admission is based on first cum first serve basis.
6. Currently Classroom training is only available at Mumbai and your office premises/factory, if there are more than 4 participants in the same city/factory . For outside student, Guest house facility is available of Rs 300/per day in Mumbai depends on seat availability; otherwise all ranges of hotels are available near to our institute.
7. Other cities student, who doesn't want to come Mumbai, can opt for Distance Learning Mode. Syllabus is the same. You will be given course material by email and we will recommend some books, which you can buy. Three month time will be allowed to study the course material and for any doubts and faculty interaction can be done one to one on skype is: IAF-AB and whatsapp video call on +91 8275879725 on Sunday between 5.00 to 8 pm. If you want training online we can share presentation on www.googlemeet.com with live presentation. You can attend from any cities around the world.

- i) **VENUE:**
Client Office
Or
IAF-AB
B-401, New Om Kaveri CHS Ltd, Nagindaspara,
Next to shiv sena office,
Nalasopara (E), Dist. Palghar – 401209, Maharashtra
Email : info@iaf-ab.org
Tel: +91 0250-2341170/+91 9322728183/+91 8369083940

j) NOMINATIONS:

You may send in your nominations to the course co-coordinator, IAF-AB, on the Registration form at the following address along with the fees.

Ranjeet Prasad

+91 8369083940

B-401, New Om Kaveri CHS Ltd, Nagindaspara,

Next to shiv sena office,

Nalasopara (E), Dist. Palghar – 401209, Mumbai, Maharashtra

Email : info@iaf-ab.org

Tel:+91 0250-2341170

Fees once paid will not be refunded, however it could be adjusted against the next course for the same financial year.

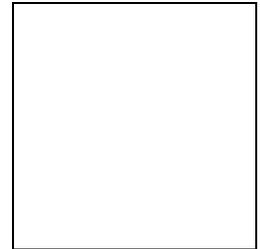
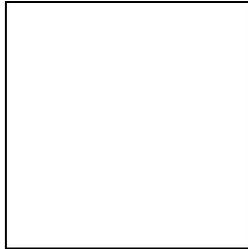
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

k) TERMS & CONDITIONS:

- I. IAF-AB general terms and conditions will be applicable for qualification of personnel.
- II. Minimum candidates per batch should be 04 Number and Maximum should be 25 per batch. 10% discount will be offered for 04 Number and Maximum should be 25 per batch
- III. Delegate Fees shall be send in advance through cheque / DD in favor of “**IAF-AB**” payable at Mumbai.
- IV. IAF-AB will charge Service tax as applicable.
- V. Travel & Subsistence by 3rd AC train or economy class airfare will be charged for faculties on actual to be borne by client in case of course will be conducted in-house at client premises.



REGISTRATION FORM



PERSONAL DATA

Name in Full :
..... (In Capital Only)

Surname Name Father's/Spouse's Name

Name of the Firm & Address.....
.....

Phone No: (With STD Code) : Sex:

Mobile No: E-mail:

Date of Birth: Qualification:

Training Course:

Place: (Signature)

Date : Name:

PAYMENT MADE BY : Cheque No / Demand Draft No..... Date

Drawn on Bank :

Cheque / Demand Draft Should be drawn in favour of **IAF-AB** payable at Mumbai, Maharashtra, India.

Note : Fees once paid will not be refunded, however this will be carried forward for the next course during the same financial year

IAF-AB, B-401, New Om Kaveri CHS Ltd, Nagindaspara, Next to shiv sena office, Nalasopara (E), Dist. Palghar – 401209, Maharashtra

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UK Head Office:

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