

## **Bioscience Skill Panel Meeting Summary October 29, 2008**

Present:

Doris Meade, Sam Medical Products

Trish McNamara, Precision Wire

John Tortorici, Chart Solutions

Donna Chambers, OBA

Bob Lanier of OBA

Dan Hill, OBA

Jennifer Karns, Biotronik

Anshu Kane, HemCon

Lori Payne, BASi

Glenda Grace, CT Medical

Cary Harkaway, WSI

### **Selection of Instructors**

The panel hosted presentations by potential instructors and then discussed the strengths and weaknesses of each.

Iris Savich (PCC) demonstrated her delivery of training for Planning & Time Management and Frontline Management: Leveraging the Strengths of Your Style.

Naomi Allan (PCC) demonstrated her technique for Working & Thriving in a Regulatory Environment, Corrective and Preventive Actions, and Executing Mock Audits.

Nick Campbell demonstrated his technique for Working & Thriving in a Regulatory Environment, Corrective and Preventive Actions, Executing Mock Audits, and Planning & Time Management.

Panel members felt that for the Regulatory Environment class, Nick Campbell would do a good job providing a general overview for production workers, but that Naomi Allan would do a good job providing a deeper technical overview for engineers and technicians. As a result, the training plan will include both instructors and both types of Regulatory Environment classes.

The panel also recommended Naomi Allan for Corrective and Preventive Actions and Executing Mock Audits, and Iris Savich for Planning & Time Management and Frontline Management: Leveraging the Strengths of Your Style.

## **Follow-Up Classes**

The panel discussed the value of follow-up classes to reinforce the initial class in some content areas. Project Management, for example, could benefit from a follow-up that was focused on work-site applications.

## **Survey Results**

Approximately 70 companies responded to a survey aimed at identifying training priorities for the coming year. The discussed Bob Lanier's suggestion that the lowest ranked current classes be dropped and the highest ranked new classes be added (see attached table). The panel will continue this discussion at its next meeting.

## **Grant Update**

Cary Harkaway told the panel that WSI will be funding incumbent worker training in the coming year, but that the amount and the timeline have yet to be finalized. Cary also briefed the panel about the WIRED training fund and the training areas that have been prioritized.

## **Training Update**

Donna Chambers told the panel that Project Management and Lean Principles are scheduled in November/December. OMEP is offering a free overview of lean manufacturing processes. Welch Allyn has offered their lean expert to help other companies implement lean practices.

## Survey Results (yellow=current course; blue=new course)

Managing an Effective Quality System	3.45
Working (and Thriving) in a Regulated Environment: An Overview of FDA Requirements	3.36
Creating and Maintaining Effective Records and Documentation	3.31
Preparing for Regulatory Audits	3.26
Project Management Foundations & Best Practices	3.18
Technical Writing & Documentation within the FDA Regulated Environment	3.16
Managing and Documenting Change in FDA Regulated Environment	3.16
Production & Process Control	3.10
Packaging and Labeling in an FDA Regulated Environment	3.01
Collaborative Skills for Teams	2.98
Executing Mock Audits and Preparing for Regulatory Inspections	2.97
Working Smarter Not Harder	2.97
Corrective & Preventive Actions CAPA	2.95
Team Building, Diversity, Innovation, and Change	2.91
Negotiating for Success	2.91
Enhancing Communication by Understanding Yourself and Others	2.90
Successful Mentoring	2.87
Planning and Time Management for Supervisors	2.86
PMA and 510(k) for medical devices	2.86
FDA Quality System Inspection Techniques	2.84
Frontline Management: Leveraging the Strengths of Your Style	2.83
Effective Presentation Skills	2.83
Finance for Non-Finance Types	2.81
LEAN 5S (Workplace Organization)	2.80
LEAN Principles	2.77
Change Management	2.77
Facility Operation, Maintenance Programs, and Calibration	2.71
Skillful Coaching	2.69
Statistics for the Life Sciences	2.68
Devices	2.66
<b>CUT LINE</b>	
Essential Communication	2.65
LEAN Value Stream Mapping	2.64
Supervision Series	2.64
Customer Service Excellence	2.61
Emotional Intelligence in the Workplace	2.60
Meeting Management	2.59
Clinical Trials: Three critical dimensions of Success	2.58
Customers in Healthcare - Challenges in Making and Selling Medical Products	2.56
Helping People Improve on Productive Behavior	2.55
Conflict Management	2.54

Thriving in Transition	2.49
Communication to Different Personality Types	2.47
Empathetic Listening Skills	2.42
Escaping the Time Trap	2.41
Introduction to BioPharma	2.40
From Lab to Leadership	2.40
Crucial Conversations	2.39
Product Development for Electro-Mechanical Medical Devices	2.34
Auditing Microbiological aspects of Manufacturing in Pharmaceuticals, Medical Device and Biotechnology	2.33
Sustainable Practices	2.33
Appropriate & Effective Use of Electronic Communications	2.33
Application of Manufacturing Math and Science Concepts Necessary to Each Environment	2.31
Change of Ethics & Values in the Workplace	2.30
cGMP Clean-in-Place (CIP)	2.26
Workplace Math Skills	2.26
Reimbursement 101 for Medical	2.19
Coping with Angry Feelings and People	2.17
Returned Product Disposition	2.15
Accurate Notes - Professional Minutes	2.14
Integrated Commissioning & Qualification	2.09
Management of Clean rooms in an FDA Regulated Industry	2.09
Better Memos & Letters	2.02
Lyophilization For Biologics	1.98