

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Regulatory Affairs

Office of Regulatory Management Operations

Office of Training, Education and Development

Division of Instructional Systems and Technology

Effective Date: February 9, 2022

1. Division of Instructional Systems and Technology (DCIBFC).

- A. Directs analyses, assessments, design plans, and summative and formative assessments.
- B. Evaluates intention and use of training products to determine efficiency and effectiveness.
- C. Collaborates with internal and external experts to develop qualified assessment instruments.
- D. Collaborates with the Office of Training, Education and Development (OTED) Training Divisions to coordinate design and development training activities.
- E. Uses and applies audiovisual expertise to create media products in support of design and development of training products.
- F. Maintains compliance with accreditation standards.
- G. Manages systems for the Office of Regulatory Affairs (ORA's) education, training, and certification records.
- H. Provides student and course completion data reports.
- I. Maintains functionality, access and security for ORA's official Learning Management System(s) (LMS)

2. Instructional Systems Branch (DCIBFC1).

- A. Conducts analyses to identify training, education and developmental needs to support the design of training approaches.
- B. Creates design plans; develops and implements training products and evaluates training approach to match outcomes of learning objectives.
- C. Evaluates training products to determine efficiency and effectiveness.
- D. Conducts assessments to measure student achievement of learning outcomes and course effectiveness.
- E. Collaborates with experts to develop qualified assessment instruments.

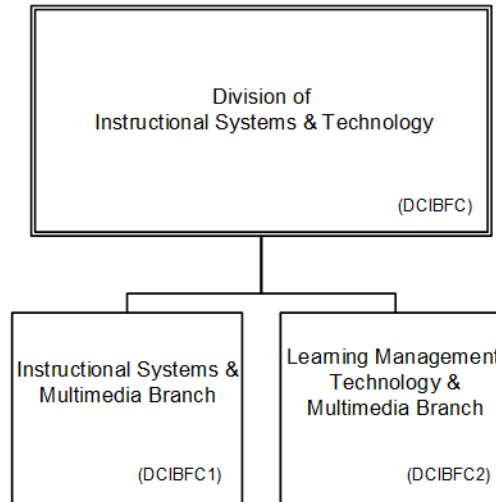
3. Learning Management Technology and Multimedia Branch (DCIBFC2).

- A. Provides audiovisual expertise to create media products in support of the design and development of training products.
- B. Integrates and maintains all audio-visual systems for OTED.

4. Authority and Effective Date.

The functional statements for the Division of Instructional Systems and Technology were approved by the Deputy Secretary for Health and Human Services on December 22, 2021, and effective on February 9, 2022.

**Department of Health and Human Services
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Office of Training, Education, and Development
Division of Instructional Systems and Technology**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Regulatory Management Operations, Office of Training, Education, and Development, Division of Instructional Systems and Technology organization structure depicting all the organizational structures reporting to the Director:

Instructional Systems Branch (DCIBFC1)

Learning Management Technology and Multimedia Branch (DCIBFC2)