

**SUNY Downstate Medical Center -University Hospital  
of Brooklyn Network  
Department of Pathology Policy and Procedure**



**Subject: INSERVICE - CONTINUING EDUCATION PROGRAM**

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Supporting Documents:

Next Review Date:

Approval Workgroup: Laboratory Administration

Approval Group



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Discontinuation Date: \_\_\_\_\_

**POLICY:** Provide in-service/continuing education program for the Department of Pathology. Each employee will participate in periodic in-service training and continuing education activities as appropriate to his/her duties to update and reinforce policies and procedures.

Laboratory Technical Staff must participate in a minimum of twelve continuing clinical laboratory education annually.

**PROCEDURE:**

Supervisory staff is responsible for ensuring that employees participate in periodic continuing education and in-service activities and retain a file with dated documentation.

In service/continuing education program:

- ASCP teleconference
- CAP educational videos
- CAP Proficiency Program
- JC educational videos
- TECH - Check Samples
- Professional organizations (workshops, seminars, conferences)
- Vendors in service education
- College education
- Annual mandatory education at UHB

**DEPARTMENTAL SPECIFIC:**

- Policies & Procedures -
  - New instrumentation and/or methodologies
  - Regulatory agency requirements

**Attachment: Employee Continuing Education Program - 2011**

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