

SUNY DOWNSTATE MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY AND PROCEDURE

CLINICAL LABORATORIES

BAY RIDGE

Subject: INSERVICE/CONTINUING EDUCATION PROGRAM

Policy No.: LAB-14

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NYS CLEP Standards:

CAP Standards:

JC Standards:

Issued by: Pathology

Review Date	Revisions		Director	Designee	Comments / Revisions
	No	Yes			

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

