

**SUNY DOWNSTATE MEDICAL CENTER  
UNIVERSITY HOSPITAL OF BROOKLYN  
POLICY AND PROCEDURE**

<b>Subject:</b> <u>INSERVICE/CONTINUING EDUCATION PROGRAM</u>	<b>No:</b> <u>LAB- 14</u>
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<b>Prepared by:</b> <u>Alix R. Laguerre, MS</u>	<b>Review Date:</b> <u>1/09</u>
<b>Reviewed by:</b> <u>Maria I. Mendez, MA</u>	<b>The CAP Standards:</b> _____
<b>Approved by:</b> <u>Peter J. Howanitz, MD</u>	<b>Issued by:</b> <u>Pathology</u>

**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.

**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
- JCAHO 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