

**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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**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