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

Subject: LAB 14 INSERVICE - CONTINUING EDUCATION PROGRAM

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LTR: LTR12813

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Supporting Documents:

Approval Workgroup: Laboratory Administration Approval Group

Revision: 3

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

EMPLOYEE CONTINUING EDUCATION PROGRAM   2011

NAME ▼	ACTIVITIES ▶	Annual Mandatory Education			A.S.C.P Teleconference		Webinar			Annual Conference				TOTAL
	Date													
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