

**KAISER MEDICAL CARE PROGRAM
ORANGE COUNTY AREA
POLICIES AND PROCEDURES**

TITLE:	LAB POLICY & PROCEDURE MANUAL	INDEX NO:	08-040-01
SECTION:	CONTINUING EDUCATION	ORIGIN DATE:	2/2017
SUBJECT:	CONTINUING EDUCATION AND LICENSE REQUIREMENT	REVIEW DATE	
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CONTINUING EDUCATION REQUIREMENT

POLICY

- Continuing education is essential for competent laboratory staff. Personnel should participate in regular training and education that is appropriate for the type and complexity of testing performed. Continuing education activities should be documented in the personnel files.
- It is the employee's responsibility to fulfill the required number of continuing education units for their license and/or certifications. Each employee is required to submit a copy of their continuing education certificate for documentation in their personnel file.
- Employees must submit an official copy of their current license or certification and must be posted in the lab.

