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

TITLE: LAB POLICY & PROCEDURE MANUAL

**SECTION:** CONTINUINING EDUCATION

**SUBJECT:** CONTINUING EDUCATION AND LICENSE

REQUIREMENT

INDEX NO: 08-040-01 ORGIN DATE: 2/2017

**REVIEW DATE** 

**REVISION DATE** 

# **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.

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

**TITLE:** LAB POLICY & PROCEDURE MANUAL INDEX NO: 08-040-02 **SECTION:** CONTINUINING EDUCATION ORGIN DATE: 2/2017

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## Document History Page

Change Type: New, Major, Minor etc.	Changes Made to SOP – describe	Signature responsible person/date	Med. Dir. Reviewed/ Date	Lab Director Reviewed/ Date	Date Change Imp.
New		Judith Remolar			