
	Department of Pathology Continuing Education Policy	Dept:	Pathology
		Effective Date:	
		Revised Date:	New
		Contact:	Laboratory Compliance, Quality, and Safety
Name & Title: CLIA Laboratory Director		Date:	2/5/19
Signature: 			

1) General Policy Statement:

Purpose: The WFBH Department of Pathology offers continuing education (CE) opportunities to its faculty, staff and employees to encourage and promote professional growth and personal interests in laboratory medicine. Educational opportunities also serve to assist faculty, staff and employees with required hours of documented CE to support yearly employment performance reviews as well as required licensure or board certification maintenance.

a. Responsible Department/Scope:

- i. Procedure owner/Implementer: Department of Pathology
- ii. Procedure prepared by: Department of Laboratory Compliance, QA and Safety
- iii. Supervision: CLIA Laboratory Director, Department of Pathology Lab Administration
- iv. Implementation: CLIA Laboratory Director, Department of Pathology Lab Administration, Section Medical Directors and Section Managers/Assistant Managers

Laboratory Administration Provides:

Laboratory Administration provides for coordinating in-house education opportunities for staff whenever possible. These opportunities can take many forms such as teleconferences, audioconferences or invited guest speakers.

Administration also allows (with budget approval) for some travel for its employees to attend special conferences or educational events that pertain to their specialty or particular laboratory interest.

Institution Provides:

Wake Forest Baptist Health is fortunate to be associated with a Medical School, School for Graduate Studies, a very large Research Facility and an AHEC program all of which provide ample opportunity for our faculty, staff and employees to take advantage of presentations and Grand Rounding opportunities at no charge.

The institution also provided CE as part of annual training for all employees in the areas of: Infection Control, Fire and Life Safety, OSHA and Chemical Safety, Blood borne Pathogens, Compliance/Code of Conduct/HIPAA/Privacy, etc.

Laboratory Section Managers Provide:

Managers can provide information to employees about online training courses as they become available through laboratory professional organizations such as ASCP, CAP or AACC. They can distribute various types of paper based continuing education materials as well as prepare and oversee in-house training and education modules that can be presented through our on-line learning system MTS (The University of Washington).

Laboratory Employee:

Employees are always allowed to seek their own CE outside of the organization. Many professional laboratory organizations or boards of registry organizations offer online courses that meet these requirements. Some of these courses are free whereas others may come at a personal expense. Any expense will be the responsibility of the employee unless previously discussed and approved by Laboratory Administration prior to registration.

The employee is responsible for ensuring the all CE credits and documentation of those credits make it to their employee file each year prior to their yearly performance evaluation.

The employee is also responsible for ensuring that all CE credits necessary to maintain current board certifications are current and in place prior to yearly performance evaluations.

Laboratory Managers are responsible for maintaining up to date and current files for all their employees.

- 2) **Review/Revision/Implementation:**
All procedures must be reviewed at least every 2 years.
Procedure is housed in the Laboratory Compliance Section of Pathology
- 3) **Related Procedures:**
- 4) **References: CAP GEN.54200**
- 5) **Attachments:**
- 6) **Revised/Reviewed Dates and Signatures:**

Review Date	Revision	Signature
