

## Continuing Education and Certification

---

### Purpose

The laboratory is committed to supporting the continuing education and development of employees in order to maximize the quality of care we provide to children and their families. It is the employee's professional responsibility to stay current in their field. In addition, all technical staff must maintain appropriate certification as required by the job description.

---

### Policy

The laboratory will provide adequate educational opportunities to assist employees in professional development, meeting certification requirements and to comply with accrediting standards/regulations.

Educational opportunities will be available via, but not limited to, the following:

- ELM courses in PeopleSoft
- Pathologist lectures
- Guest speaker lectures
- State/National meetings
- Workshops
- Seminars
- Laboratory publications
- In-services (audio and/or videotaped when appropriate)
- Hospital sponsored activities
- Vendor presentations/workshops
- College/University coursework

### Participation Expectations:

The hospital and the laboratory offer mandatory educational activities. Each employee is expected to attend or participate in all mandatory education. Attendance and/or activity completion will be documented and included in all annual performance evaluations.

Technical Specialists and Supervisors are encouraged to attend appropriate National meetings. Technical Specialists and Supervisors should work with their Section Medical Director, Technical Director and Manager to determine which meeting(s) would be most beneficial to their department. All employees are encouraged to attend local meetings that benefit their knowledge and area of expertise.

Children's uses the ASCP Board of Certification (BOC) Credential Maintenance Program (CMP) as a guideline and requires staff with the following required certifications: Medical Laboratory Scientist (MLS), Medical Laboratory Technician (MLT), Histotechnicians (HT) and Histotechnologists (HTL), Pathology Assistant (PA) to complete 12 hours of continuing education annually.

Lab Client Services Reps, Phlebotomists, Referral Testing Technicians, Administrative Assistants and Pathology Secretary are required to complete 3 hours of continuing education annually.

---

---

Requests are to be submitted to the Laboratory Scheduler if an employee is interested in attending a specific workshop or seminar. Requests may be approved/denied based on any of the following criteria: staffing levels, budgetary constraints, date the request is submitted, previous approved educational opportunities, and relevance of information to job duties. Request approval is ultimately at the discretion of the Manager or System Laboratory Director.

Any employee that attends a workshop or seminar is encouraged to present some of the information to the laboratory staff. Credit will be given for attendance of educational opportunities at an outside source if the employee provides the Education Coordinator or Manager with an attendance record or certificate of attendance.

### **Processing of Requests:**

Requests for continuing education should be submitted to the Laboratory Scheduler a minimum of 30 days prior to the event or before the deadline of advanced registration discounts. If the continuing education event is held on a day that the employee is typically scheduled to work, the employee must request the time off in writing. Employees must wait for approval prior to registering for any event taking place on a scheduled workday or if the employee wishes to receive reimbursement from Children's.

### **Reimbursement:**

The System Laboratory Director and Manager are responsible for monitoring the continuing education funds available in the operating budget. Therefore, it is up to their discretion to determine what continuing education costs can be reimbursed.

The laboratory will reimburse tuition costs for all approved continuing education opportunities. Hourly wages are not paid to an employee to attend staff meetings, seminars, or workshops on their scheduled days off unless it is deemed mandatory or attendance is specifically requested by the Manager or Laboratory Director. Hourly wages will be paid to an employee if attendance is on his or her scheduled workday and does not exceed the employee's work agreement.

For those approved seminars and workshops, which establish a difference between member and non-member costs, the laboratory will only pay the fees assessed to members. If an employee is a non-member, he or she will be asked to pay the difference. For example, if the cost to a member is \$25.00 and non-members is \$35.00, the laboratory would pay \$25.00 and the employee \$10.00.

Expenses beyond registration (lodging, food, travel, etc.) will not be reimbursed by the laboratory unless pre-approved or asked by the Manager or Laboratory Director to attend.

### **Certification:**

All new Children's employees, in positions that require certification, must be certified by a qualifying certification agency within the first 12 months of employment. If the employee is not certified at the time of the six-month review, a written warning will be issued. Failure to meet the certification requirement within 12 months of employment will result in the employee being served a four-week notice of their end of employment at Children's. This will be documented as involuntary termination. Staff may consider other employment

---

---

opportunities at Children's where certification is not required.

Established Children's employees must complete/pass their required certification before they are moved/promoted into a new job category (e.g. MLT to MLS).

**Tracking:**

Employees are responsible for providing the Education Coordinator a copy of their certification of attendance for all continuing education activities. The Education Coordinator will track continuing education and ensure current certification of all staff.

---

**Historical Record**

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	Mark Schumann	10/26/1989	Initial Version
2	Mark Schumann		Version 2
3	Bobbi Kochevar, Jennifer Heimkes	2/16/2010	Added certification requirements
4	Bobbi Kochevar, Jennifer Heimkes	7/12/2012	New format. Changed CHEX to ELM. Added Education Coordinator responsibility.
5	Jennifer Heimkes	8/01/2017	Updated titles/responsibilities. Updated logo. Specified staff for continuing education requirements. Added expectations for established employees re: certification changes.