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| **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 require 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 local or National meetings. Technical Specialists and Supervisors must 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), Histotechnologists (HTL) and Pathology Assistant (PA) to complete 12 hours of continuing education annually.Lab Client Services Reps, Specimen Processing Technician, Phlebotomists, Referral Testing Technicians, Lab Assistants and Administrative Assistants are required to complete 3 hours of continuing education annually.Casual employees are required to complete 1 hour of continuing education annually. **Requests:** Educational opportunities that are free and/or do not require reimbursement should be submitted to the scheduler or manager 45 days prior to the event. [Policy GL 2.2 Laboratory Education Reimbursement and Travel Policy](https://starnet.childrenshc.org/References/labsop/gen/gen/gl-2.2-laboratory-education-reimbursement-and-travel-policy.pdf) should be followed for all other educational event/opportunities that require funding and approval. |
|  | **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 6 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 4 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 may move from a MLT to MLS job category, after graduation, if they are in good standing (i.e. no recent disciplinary actions, annual review that meets expectations or above, etc.). If the employee is not certified within 6 months after the promotion, a written warning will be issued. Failure to meet the certification requirement 12 months after being promoted will result in the employee being served a 4 week notice of their end of employment at Children’s. This will be documented as involuntary termination. Staff may consider a demotion or other employment opportunities at Children’s where certification is not required.**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. **Tuition:**See hospital policy [1049.00 Education Reimbursement](https://starnet.childrenshc.org/references/Policy/1000/1049.00-education-reimbursement.pdf).  |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Mark Schumann | 10/26/1989 | Initial Version |
| 2 | Mark Schumann |  |  |
|  | 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. |
|  | 6 | Jennifer Heimkes | 7/12/2019 | Added in Specimen processing technician and lab assistants for annual cont. ed. Removed processing of requests, reimbursement – now in policy GL 2.2. Updated request section. |
|  | 7 | Jennifer Heimkes | 11/16/2019 | Added casual employee ed. Requirement. Changed MLT to MLS process for established employees. Added links for reimbursement policies. |