



Continuing Education and Certification

Purpose 2
Policy Statements..... 2
Historical Record 4



Purpose

The laboratory is committed to supporting the continuing education and development of employees 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 Statements

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, System Laboratory Director and/or 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 Minnesota uses the ASCP Board of Certification (BOC) Credential Maintenance Program (CMP) as a guideline and requires staff with the following active or pending certifications to complete 12 hours of continuing education annually: Medical Laboratory Scientists (MLS), Medical Laboratory Technicians (MLT), Histotechnicians (HT), Histotechnologists (HTL), Diagnostic Laboratory Technologists (DLT), and Pathology Assistants (PA).

Laboratory Client Services Representative, Lab Care Technician, Referral Testing Technician, Laboratory Research Associate, Clinical Systems Analyst-Lab, Senior Clinical Systems Analyst-Lab, Pathology Coordinator and Pathology Support Specialist 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](#) 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. Established Children's employees may move from an 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.). Established Children's employees, who move from MLT to MLS, must complete the new certification within 12 months of their title change.

Failure to meet the certification requirement within 12 months, as defined above, 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.

Clinical Internship/Rotation

Children's Minnesota Laboratory is committed to supporting employee lab clinical internships when possible. However, acceptance into a clinical internship is not guaranteed and depends on the laboratory's capacity to support the rotation. Factors considered include staffing levels, the number of new employees in training, other approved or ongoing clinical internships, and the employee's standing within the organization, which requires no active corrective actions.

Employees applying for a clinical internship must have been employed at Children's Minnesota Laboratory for a least **one year** before being considered. Additionally, clinical internships must be scheduled around the employee's current work schedule. Clinical internships are unpaid and must not create conflicts with an employee's hired hours/schedule and/or result in any overtime pay.

Children's Minnesota Laboratory Education Coordinator must approve the program if clinical support is required. Following approval, affiliation agreement and student onboarding is to be completed prior to the start of clinical rotation. Approval of program does not guarantee Children's Minnesota will be able to complete affiliation agreement. Employees interested in completing a clinical internship at Children's Minnesota must submit the [Laboratory Clinical Experience Application](#) for consideration (submitted, at a minimum, 6-months prior to the clinical rotation dates desired).

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Tuition:See hospital policy [1049.00 Education Reimbursement](#).**Historical Record**

Version	Author	Effective Date	Summary
1	Mark Schuman	10/26/1989	Initial Version
2	Mark Schuman		
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	8/1/2012	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
8	Miranda Berry	9/06/2023	Updated titles and added DLT.
9	Jennifer Larson-Kelso	10/18/2024	Updated titles, changed Clinical Systems Analyst ed. requirements to 3, updated certification requirement process and updated policy format
10	Jennifer Larson-Kelso, Miranda Berry	5/16/2025	Added in clinical internship/rotation section and created application form and linked to policy.