


# STANTON TERRITORIAL HEALTH AUTHORITY

## Yellowknife, Northwest Territories

<b>TITLE:</b> Personnel Policy	<b>Revision Date:</b> 28 February 2018	<b>Issue Date:</b> 28 February 2016
<b>Document Number: QUA30000</b>	<b>Status: <span style="color: red;">Approved</span></b>	
<b>Distribution: Laboratory Quality Manual</b>	<b>Page: 1 of 5</b>	
<b>Approved by:</b> S. Asmussen, Manager of Diagnostic Services	<b>Signed by:</b> 	

### **PURPOSE:**

The purpose of this policy is to provide guidance to Managers and Supervisors on how to optimize recruitment and retention of quality staff.

### **POLICY:**

The laboratory will, through a well-defined process, employ only qualified personnel with appropriate credentials. In conjunction with the Human Resources Department and the Staff Education and Development Department, the Laboratory will provide orientation and training. Support and encouragement will be provided for continuing education.

These processes are outlined in the following documents:

- Human Resource Manual
  - <http://www.hr.gov.nt.ca/resources/human-resource-manual>
- Online Manager's Toolkit
  - <http://www.hr.gov.nt.ca/resources/online-managers-toolkit>
- Hospital Wide Manual
- Collective Agreement

Refer to these documents for clarification or direction not provided in this manual.

### **RESPONSIBILITIES:**

The Human Resources Department is responsible for:

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- Creating postings
- Preparing a letter of offer
- Receiving applications and forwarding them to Lab Management
- Conducting Human Resources orientation
- Maintaining Personnel Records
- Maintaining Performance Appraisals
- Notifying the union of new hires, promotions and reclassifications
- Verifying references

The Staff Education and Development Department is responsible for:

- Maintaining required training and competency records
- Notifying Laboratory Management of the training status of Laboratory employees

Hospital Administration is responsible for:

- Reviewing and approving recommendations for new hires, promotions and reclassifications

The Laboratory Manager and Supervisor are responsible for:

- Reviewing job descriptions
- Authorizing postings
- Participating in team interviewing and hiring decision
- Ensuring adequate orientation training is conducted
- Maintaining training documents
- Conducting performance appraisals
- Approving funding and scheduling for continuing education

Tech IIs are responsible for:

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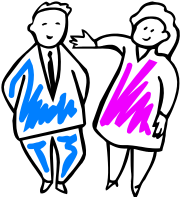

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- Conducting/overseeing scheduled training
- Ensuring training is recorded on the checklist(s) or training record(s)
- Updating the Laboratory Manager/Supervisor on training progress and effectiveness

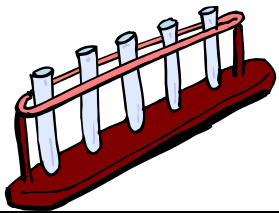
Laboratory Staff has the responsibility to:

- Conduct or participate in scheduled training
- Identify additional training needs
- Maintain required competencies

**KEY ELEMENTS:**

<p>Hiring</p> 	<p>The Laboratory maintains a process for recruitment, training and retention of qualified staff to maintain required levels of services.</p>
<p>Orientation</p> 	<p>The Laboratory maintains a process to orientate staff in each department as required in their job description.</p>
<p>Training</p> 	<p>The Laboratory maintains a process to ensure required training is conducted and encourages staff to participate in continuing education.</p>

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Performance Appraisal  	The Laboratory maintains a process to evaluate staff performance and establish learning goals.
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### **RELATED DOCUMENTS:**

- QUA30100 Job Descriptions, Recruitment and Hiring
- QUA30200 Orientation Procedure
- QUA30300 Assessment of Competence
- QUA30400 Time Reporting
- QUA30500 Performance Management and Evaluation
- QUA30600 Continuing Education and Professional Development
- QUA30700 End of Employment
- QUA30800 Personnel Records

### **REFERENCES:**

- Clinical and Laboratory Standards Institute. (2006). *The Key to Quality: The fundamentals for implementing a quality management system in the clinical laboratory*. Wayne, Pennsylvania: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2012). *Training and Competence Assessment; Approved Guideline - Third Edition*. Wayne, Pennsylvania: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2015). *Laboratory Personnel Management* (1st ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.

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**REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0	11Dec15	Initial Release	C.Russell