


STANTON TERRITORIAL HEALTH AUTHORITY

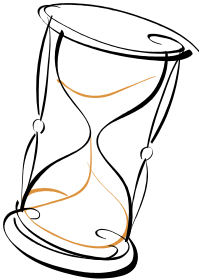
Yellowknife, Northwest Territories

TITLE: Laboratory Retraining After a Leave of Absence	Revision Date: 28 February 2018	Issue Date: 28 February 2016
Document Number: QUA30270	Status: Approved	
Distribution: Laboratory Quality Manual	Page: 1 of 3	
Approved by: S. Asmussen, Manager of Diagnostic Services	Signed by: 	

PURPOSE:

The purpose of this procedure is to ensure an adequate retraining and updating of laboratory staff after a leave of absence.

PROCEDURE INSTRUCTIONS:


Step	Action	
1	Leaves of absence taken by Laboratory Staff shall be broken down into 2 categories: <ol style="list-style-type: none"> 1. Less than 12 months 2. 1 year or more 	
2	If:	Then:
	The leave of absence is less than 12 months	The Laboratory Supervisor will determine the length of retraining based upon the length of leave and the amount of updates that have taken place.
		The employee shall be allowed one week on each bench to review the manual and update their knowledge.
The Tech II, Laboratory Supervisor and the Employee will determine if additional training time is required.		

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	<p>The leave of absence is greater than 1 year</p> 	<p>The same procedure is followed as for new hires; i.e. lab orientation and lab training. A Lab Orientation Checklist is completed and filed in the Laboratory training binder.</p>
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RELATED DOCUMENTS:

- QUA30200 Laboratory Orientation Procedure
- QUA30210 Laboratory Orientation Checklist
- Individual Department Orientation Checklists

REFERENCES:

- Clinical and Laboratory Standards Institute. (2006). *The Key to Quality: The fundamentals for implementing a quality management system in the clinical laboratory*. Wayne, PA, USA: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2011). *Quality Management System: A Model for Laboratory Services; Approved Guideline* (Fourth Edition ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2012). *Training and Competence Assessment; Approved Guideline* (Third Edition ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.
- Clinical and Laboratory Standards Institute. (2015). *Laboratory Personnel Management* (First Edition ed.). Wayne, PA, USA: Clinical and Laboratory Standards Institute.

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	28 Feb 2016	Initial Release	C.Russell