

TRAINING UPDATE

Lab Location: SGMC & WAH
Department: Field Ops

Date Distributed: 4/13/2015
Due Date: 5/3/2015
Implementation: 5/4/2015

DESCRIPTION OF REVISION

Name of procedure:
Request for Cross-Training, Nontechnical Staff AG.F295.1
Description of change(s):
<p>Update 'notes' to include cross-training schedule, expectations once cross-training is complete and qualifications.</p> <p>This FORM will be implemented on May 4, 2015</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Request for Cross-Training Non Technical Staff

Please note:

- All requests for cross-training will be considered based on department needs and staffing.
- Employees will be scheduled to cross-train during the hours appropriate for the department / task. Cross training **MAY BE** cancelled, rescheduled, postponed, **due to operational needs or staffing difficulties. Our responsibility is to patient care.**
- Employees will be scheduled to work regularly in the cross-trained areas. **Work hours AND shifts will depend on the needs of the operation and may vary.** Cross-trained employees are expected to move between sections independently and/or when directed and move to the work.
- Employees do not qualify for the career ladder unless the employee has a “Meets Expectations” or better on their annual PD&R and **have no disciplinary actions on file for the past six months.**

Name: _____

Department/section to be cross-trained: _____

Reason for request (not required):

Employee Signature

Date

Management Response

_____ Approved

Anticipated Start Date: _____

_____ Denied

Denial Reason: _____

_____ On Hold

On-Hold Reason: _____

Re-evaluation date: _____

Manager Signature

Date