

## TRAINING UPDATE

<b>Lab Location:</b>	All Sites	<b>Date Implemented:</b>	1/2/2026
<b>Department:</b>	All Departments	<b>Due Date:</b>	1/31/2026

### DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Employee Requested Crosstraining
Description of change(s):
This is a new procedure that outlines the process for requesting crosstraining, the factors that will be used in selecting and prioritizing staff for crosstraining, and minimum requirements for staff that are crosstrained.

AHC.L 2000 Employee Requested Cross Training

Copy of version 1.0 (approved and current)

Last Approval or  
Periodic Review Completed 12/22/2025

Next Periodic Review  
Needed On or Before 12/22/2027

Effective Date 12/22/2025

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Printed By Stephanie Codina

Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Service director	12/22/2025	1.0	<i>Robert SanLuis</i> Robert SanLuis	

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
1.0	Approved and Current	Initial version	12/19/2025	12/22/2025	Indefinite

Adventist HealthCare  
Site: All Sites

Title: Employee Requested Cross Training

Non-Technical SOP

Title	Employee Requested Cross Training	
Prepared by	Stephanie Codina	Date: 10/10/2025
Owner	Robert SanLuis	Date: 10/10/2025

Laboratory Approval		
Print Name and Title	Signature	Date
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:		Local Effective Date:

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- 1. PURPOSE**  
Cross training employees helps to ensure a solid workforce and should be encouraged. This procedure provides a defined process for employee initiated cross training staff members across hospital sites and departments.
- 2. SCOPE**  
This procedure applies to any employee that requests to cross train to another location (FWMC, SGMC, or WOMC) or department (blood bank or core lab).

**3. RESPONSIBILITY**

Leaders and employees will adhere to this procedure when determining crosstraining eligibility and prioritization.

**4. DEFINITIONS**

NA

**5. PROCEDURE**Benefits to the Organization:

- Promotes workforce flexibility and improves operational efficiency
- Provides a more diverse employee skill set increasing versatility

Benefits to the Employee:

- Professionally develops employees to provide new, marketable skills
- Increases engagement and job satisfaction
- Improves job security and stability
- Enhance teamwork across the organization

Step	Action
1	Employees must be in good standing without disciplinary action for performance or attendance within the preceding 4 months (6-12 months if on a final written warning) and current with all mandatory assignments before cross training will be approved. This includes departmental training (including AHC & Quest online training), competency, recurring projects, and assigned maintenance/quality control tasks.
2	Employees must submit a formal, written request for cross training to their direct supervisor. The request should include the following information: <ul style="list-style-type: none"> <li>A. A request to cross train.</li> <li>B. The hospital sites and departments in which the employee has an interest or is willing to train.</li> <li>C. The availability/flexibility of the employee to pick up extra shifts in the requested department(s). This should include the employees' willingness to work shifts on days, evenings, nights, weekends, and holidays. Availability should not impact on the current schedule unless approved in advance by the management team.</li> </ul> Written approval for cross training must be obtained from both the direct supervisor and the one over supervisor.
3	Many factors will determine when and in what order cross training can be accomplished. <ul style="list-style-type: none"> <li>A. Employees whose availability and request aligns with organizational needs will be prioritized for cross training over other employees. Staff must be willing to</li> </ul>

Step	Action
	<p>pick up varying shifts (Day, Evening, and/or Night) and cover other sites outside of their primary location. Example, FWMC currently has the greatest staffing need, so employees willing to cover at FWMC will be prioritized.</p> <p>B. Departmental schedule will affect both the availability of trainers and ability to pull an employee off the bench for cross training and must be coordinated. The primary department will reserve the right to pull a staff member from training if unplanned staffing shortages occur.</p> <p>C. Flexibility will be required for training. The location (site) of the training and shift the training is provided will be determined by the availability of training resources.</p> <p>D. All assigned training will be on the schedule and subject to time and attendance rules.</p>
4	Employees who cross train into a new department are expected to pick up at least two shifts per month in the department to remain proficient. Cross-trained employees may be moved between sites and departments as needed to provide coverage needed for the day.
5	Employees must stay current with all assigned training and competencies in all areas in which they work.
6	<p>Cross training comes with significant cost to the organization. As a result, staff are expected to remain competent and actively work in the cross-trained areas. Failure to meet these requirements will be treated as a performance issue.</p> <p>An employee may request, in writing, to be removed from the cross trained area after they have worked at least two years in that area or if there is a significant change to their current position such as promotion to a leadership role (group lead or higher) or transition to a new laboratory department.</p>

## 6. RELATED DOCUMENTS

NA

## 7. REFERENCES

None

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

**9. ADDENDA AND APPENDICES**  
NA