

<b>Department of Pathology Clinical Laboratory Manual</b>	<b>Document No. CLIN 3010 Q Page 1 of 2</b>
<b>Continuing Education</b>	<b>Origination: 03/2011 Version: 2</b>

<b>Policy Statement</b>	The Clinical Laboratory ensures that associates are knowledgeable of current topics in the laboratory medicine field. Continuing Education Units (CEUs) are utilized to ensure that all technical associates remain current.
<b>Purpose</b>	This policy states the established CEU requirements for associates in the Clinical Laboratory.
<b>Scope</b>	This policy applies to all required associates in the Clinical Laboratory.
<b>Responsibility</b>	It is the responsibility of all associates in the Clinical Laboratory to ensure that they have met the minimum requirement for yearly CEUs.

### **Required Continuing Education Units**

Each associate working at least 32 hours biweekly is required to complete 8 CEUs. Associate requirements start the first full calendar year of employment.

### **Payment for Continuing Education Units**

The Clinical Laboratory will only pay for CEUs when feasible by the sectional budget. Each request will be handled on a case by case basis. All other CEUs will have to be paid in full by the associate, when applicable. If the CEU is paid for by the laboratory, the associate is required to complete *LADM 3004 F Educational Meetings Application* and receive approval from the Lab Director and Administration.

Associates will be paid for the equivalent time of the CEU activity up to eight hours. No overtime will be allotted during the week of the CEU activity. Equivalent compensation time will be given for activities completed during the weekend. (Full Time Weekenders should review their contract for specifications with payment and compensation.)

### **Requests and Scheduling**

ASCP or other professional Workshops: The number of associates allowed to attend the workshop will be dependent on the budget, available classes, schedule, and technologist skill set.

Onsite Activities: The technologist is required to find bench coverage for any onsite CEU activity that will take them away from their scheduled work area. When multiple requests are received for onsite activities, it will be up to the Charge Tech to determine the number of staff needed to maintain laboratory work flow. If an electronic link is available, the associate may view the content at a later date. Completion of a quiz is required for credit.

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### **Acceptable Continuing Education Units**

- Sectional Articles<sup>1</sup> (Provided by the Lead Technologist or Medical Technologist II)
- Webinars/Teleconferences
- ASCP/Professional Workshops
- ASCP/ASCLS Approved CEUs (This includes units received at another job.)
- Pathologist Provided Course/Article
- Vendor In-service
- College Credit (Healthcare related classes only. Associates must turn in an unofficial copy of their transcript showing a minimum grade of a B for master's course or a C for all other courses.)

If the associate is unsure whether or not an activity is appropriate they must bring a summary of the activity for review. The activity will be reviewed by a group of sectional leads. Certificates or proof of attendance are required for all external activities.

<sup>1</sup>The Lead Technologist or Medical Technologist II that provides the sectional article and accompanying quiz will receive 1.0 CEUs. The technologists that read the articles and submit the quiz will receive 0.5 CEUs.

### **Compliance**

All CEU requirements must be completed by the end of the calendar year. Associates who fail to meet the deadline will be subjected to a two day suspension without compensation. Failure to complete the requirement for a second year will result in progressive disciplinary action up to and including termination.

Associates who were on leave at year end and were unable to complete the requirement due to extenuating circumstances will be given 30 days upon return to work to comply. Failure to comply will result in a two day suspension without compensation.

### **Related Documents**

- LADM 3004 Q Laboratory Education-Funding Policy
- LADM 3004 F Educational Meetings Application
- CORE 3020 Q Scheduling Policy for Core Laboratory Technical Staff
- MICR 3200 Q Scheduling Policy
- TRAN 3003 Q Scheduling Policy for Transfusion Services Technical Staff