**UW Medicine - Pathology**

400-09-01-10

Training and Continuing Education Policy

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| Adopted Date: 08/1991Review Date: 09/2005Revision Date: 04/04/2013 |

PURPOSE

To maintain an up-to-date level of knowledge in cytogenetics for the technologists in the laboratory.

POLICY

### Training

1. All cytogenetic laboratory personnel have initial and ongoing training. Each employee reviews and initials current, appropriate protocols on a yearly basis.
2. Evaluations are given yearly during the month the employee was hired.

### Continuing Education

1. Cytogenetics Technologists are expected to participate in meetings, seminars, journal clubs and other continuing education opportunities. Cytogenetics technologists are encouraged to attend Pathology 530, a course on human chromosomes, when the course is offered.
2. All Technologists (non-trainee) are expected to have a current certification by the Association of Clinical Pathology in Cytogenetics. Recertification by continuing education is preferable. This certification is renewed every 3 years and verified during the employee's yearly evaluation. A copy of it is kept in the personnel file in the Anatomic Pathology office (room BB-220).

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Cytogenetics Supervisor