

**1. PURPOSE**

This procedure describes the use of Medical Training Solutions (MTS) for administering and tracking competency and training.

**2. SCOPE**

This procedure applies to all Laboratory staff.

**3. RESPONSIBILITY**

All employees must understand and utilize MTS in accordance with this procedure.

Supervisors and managers write and revise custom competency tests, and must ensure staff complies with this procedure.

Other staff members may facilitate the process by editing and loading custom competency tests, assigning tests, and providing compliance reports.

**4. DEFINITIONS**

MTS – Medical Training Solutions, web based training and competency system accessed via [www.medtraining.org](http://www.medtraining.org)

**5. PROCEDURE**

A. General Description and Information

