

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
CONTINUING EDUCATION**

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Origin: General Lab

Authority: Laboratory Director

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PURPOSE: To promote continuing education and support the development of personnel in the clinical laboratory department.

POLICY: To assist in the fulfillment of this goal, the following schedule will apply on an annual basis.

1. The clinical manager/supervisor will strive to attend an annual convention held for medical technologists as well as one other educational meeting.
2. At least one local meeting of interest for each full-time medical technologist with a duration of one day shall be offered whenever possible. Each technologist who attends one of these meetings, is encouraged to prepare 10-15 minute inservice program for the remaining staff. An inservice form will also be completed for departmental records when this occurs.
3. Tuition assistance is also available as described in the Hackettstown Regional Medical Center Employee Handbook
4. Pertinent material and quizzes will be distributed for each department through the course of the year. Educational modules offered by CAP will be assigned in addition to Proficiency Testing assignments. Completed quizzes/surveys are to be given to the supervisor.
5. There are also mandatory requirements for all hospital employees. These must be completed annually and are accessed through the Learning Suite on-line.
 1. Marathon Inservice (including Age Specific Developmental Self-Test)
 2. Environmental Safety Manual Review
 3. Infection Control Manual Review
 4. Laboratory Policy Manual Review
 5. All departmental manuals
 6. Hospital wide education programs – variable (ex. Planetree, Safe Haven, OIP).
6. For 2012, 6 CEU's are required for technicians and technologists. CEU's can be obtained on line, by attending a program, or by submitting an article and preparing a quiz. Submission of documentation will be tracked on the competency log by the supervisor.