OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY & PROCEDURE

NUMBER: 1478
VERSION: 2

SUBJECT/TITLE: ADM 10.0: DESIGNATION OF SUPERVISOR WHILE IN TRAINING

POLICY: Whenever a Clinical Pathology employee is assigned to participate in any training program within the Department of Pathology (i.e. basic orientation and training; refresher training; in-service training; continuing education training, etc.), the trainee is under the jurisdiction and supervision of the supervisor in whose section they are currently being trained for the duration of the training process.

The trainee is accountable to this section supervisor for his/her behavior and performance and this section supervisor *is* accountable for all duties and responsibilities of supervision including but not limited to: giving directions, assignments, counseling, discipline, and providing input into the trainee's performance evaluation.

PURPOSE: To define to whom a trainee reports while training in a different laboratory section than to which (s)he is normally assigned.

DEPARTMENTS: PATHOLOGY

DATE	REVISION MADE	BY:	REV:
4/5/2010	Changed Policy number (ADM10.0) and put in PPM format.	Julie Foley	10.0

"No changes in procedure content, new version was created to satisfy **CAP requirement TLC.11485** - New Director Procedure Approval"	
References:	
Approved by: Armine Baltayan (Interim Laboratory Director), Deepthi Karunasiri (Co-Director of Clinical Pathology)	Review Date: 10/14/2011, 08/13/2018
Review Date: 08/13/2018	Revision Date: 3/8/2005, 4/5/2010
Next Review: 08/13/2020	
Distribution: Administration (Pathology), Medical Administration	
Original Date: 2/19/1993	