

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

**NUMBER: 1479
VERSION: 2**

SUBJECT/TITLE: ADM 11.0: TRAINING OF STAFF

POLICY: All staff will be adequately trained to perform their assigned duties.

PURPOSE: To describe the methods used to train staff.

DEPARTMENTS: PATHOLOGY

PROCEDURE:

1. A copy of all manuals, duty statement and standards is to be given to the trainee.
2. The trainee is to be allowed County time to read the material.
3. Training (basic and refresher) is to be one-on-one.
4. Procedures are to be explained and/or demonstrated and the trainee is to be observed.
5. All trainee questions are to be answered. If the trainer does not know the answer, (s)he must find the answer, seeking supervisory help as needed.
6. The trainer is to provide feedback to the supervisor with regard to the trainee's progress.
7. If problems have occurred, the supervisor must hold a counseling session with the trainee and give them a summary of their progress, soliciting their feedback. The specific documentation must be included for review by the trainee.
8. When indicated, the supervisor must write a "Confirmation of Counseling" per Human Resources guidelines (including the employee comments and the supervisor's response), attach copies of the specific documentation and submit the entire package to the employee for signature.
9. The supervisor must submit a copy of employee-signed "Confirmation of Counseling" with all attachments to the Clinical Laboratory Scientist Administrative Coordinator.

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- 10. The trainee’s progress is not discussed other than between trainer and supervisor, and supervisor and Lab Administration.

- 11. The section supervisor is to complete a probationer’s evaluation report prior to the employee’s six-month anniversary date based on the reports given them by their trainers, their own interaction with the trainee and their own observations of the trainee.

- 12. If an employee in training fails to check out in the scheduled time frame and proper counseling and documentation have not been done, training times **must** be extended.

Whenever training time must be extended due to lack of proper documentation and counseling, the supervisor will receive disciplinary action.

DATE	REVISION MADE	BY:	REV:
4/5/2010	Changed Policy number (ADM11.0) and put in PPM format.	Julie Foley	11.0

"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)	Reviewed Date: 10/14/2011, 08/13/2018
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