	Document Code:	DPOTMH-L-100-P03
	Effective Date:	08-01-2022
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Laboratory Unit
	Document Title:	<b>POLICY ON TRAINING</b>

### **PURPOSE:**

UNA KONSULTA-RIVERSIDE ONE-STOP HEALTH SHOP creates this policy to invest in the development of its employees with the thrust to be the premier center for wellness and a symbol of quality and excellence in the delivery of health care services to its valued clients with skilled, competent and compassionate professionals.

With this thrust, UNA KONSULTA- RIVERSIDE ONE-STOP HEALTH SHOP emphasize the need of this policy to:

1. Create a pool of readily available and adequate replacements for personnel who may leave or move up in the organization.
2. Enhance the company's ability to adopt and use advances in technology because of a sufficiently knowledgeable staff.
3. Build a more efficient, effective and highly motivated team, which enhances the company's competitive position and improve employee morale.
4. Ensure adequate human resources for expansion into new programs.

### **LEVEL:**

All Laboratory personnel

### **DEFINITION OF TERMS:**


**Instructor (Preceptor)-** person who is responsible for the orientation or teaching of a trainee

**Trainee-** a new staff or any other staff who is undergoing training

**Orientation-** the introduction of the company, division and department/ unit policies and procedure to the trainee

**Checklist-** list of topics/ items that a trainee is required to become familiar within a specific period




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**Competency Test-** set of practical and or theoretical questions or techniques that a trainee is required to accomplish and obtained a passing mark to indicate ability to carry out the responsibilities of the job. It aims to assess the trainees ability and proficiency in performing a specific task.

### **POLICY:**

1. Relievers in the unit shall start with the basic training modules and must have a 90% rating in all modules before they can be recommended as probationary.
2. Relievers shall be evaluated on the 2<sup>nd</sup> and 4<sup>th</sup> month of their reliever status.
3. Probationary employees shall be assigned to an area depending on their competency skills. No probationary employees shall be rotated to another workstation unless they got a competency rating of 90% in the second evaluation.
4. Probationary employees shall be evaluated on the 2<sup>nd</sup> and 4<sup>th</sup> of the month of their probationary employment.
5. Evaluation score sheets with corresponding rating shall accompany the recommendation for permanent status.
6. Advanced Training Program shall be given to all permanent employees who garnered a competency rating of 90% during their probationary period.
7. Permanent employees who are undergoing Advanced Training shall be evaluated after a month of training; and should have a competency rating of 95% before they can permanently deployed in the area or before they can be considered candidates for the next Advance Training Program.
8. Training modules shall be reviewed every year and shall be changed as needs arise according to the standard set forth by the regulatory bodies.




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**DOCUMENTATION:**

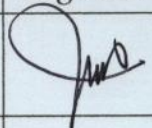
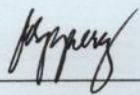


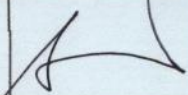
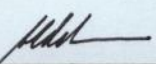

New Policy

**DISSEMINATION:**

Policies and Procedure Manual

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>JASON ALDRIN G. TAN, RMT</b> Chief Medical Technologist- Una Konsulta		07-29-22
Verified:	<b>MARIE SHARON P. PEREZ, MBA-HA, FPCHA</b> Una Konsulta Manager		8-2-22
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology		07-29-22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		08-30-22
Recommending Approval:	<b>RONEL G. SARIO, MD, FPCP</b> Medical Director- Una Konsulta		8-10-22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		09/08/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/11/22