STANDARD OPERATING PROCEDURE TEMPLATE · PERSONNEL, TRAINING AND COMPETENCY

Continuing Education and Annual Training

Governing requirement: 42 CFR 493.1413(b)(7), 493.1451(b)(7); OSHA 1910.1030(g)(2)

Applies to: ☑ Waived ☑ Moderate complexity ☑ High complexity

Laboratory name		**CLIA number**	
Document number		**Version**	
Effective date		**Next review due**	
Author		**Department / section**	
Approved by (laboratory director)		**Director signature**	
Approval date		**Supersedes document**	

Important: Template only. Before use, this document must be reviewed, adapted to your laboratory's instruments, test systems and the manufacturer's instructions, and approved, signed and dated by the laboratory director. Check current federal, state and accreditation requirements. Not legal advice. Sound Lab Consultants is not affiliated with or endorsed by CMS, CDC, FDA, OSHA, CAP, COLA, The Joint Commission, CLSI or any manufacturer.

1. Purpose

To keep staff knowledge current and meet annual training requirements.

2. Scope

All laboratory employees.

3. Responsibility

- Laboratory director: ensures staff are qualified, trained and competent before testing and signs delegations.
- Technical consultant / technical supervisor: performs or delegates training and competency assessment.
- Supervisor / manager: maintains personnel records and schedules training and assessments.
- Employee: completes training, keeps credentials current and reports changes.

4. Definitions

Annual training: Training required every year, for example OSHA bloodborne pathogens training.

5. Materials, equipment and records

- Training calendar
- Training log

6. Procedure

1. Complete annual bloodborne pathogens training (OSHA 1910.1030(g)(2)).

2. Complete chemical hygiene and hazard communication refreshers.

3. Complete HIPAA privacy and security training **[HIPAA training frequency]**.

HIPAA training frequency	

4. Complete fire safety and emergency procedure training.

5. Read and sign revised procedures before use.

6. Track continuing education hours **[Required hours]** including any state license requirements.

Required hours	

7. Supervisor reviews training status **[Review frequency]**.

Review frequency	

7. Quality control

• Follow the laboratory's QC policy and the manufacturer's instructions; record QC before reporting patient results.

• Stop patient testing and take corrective action when QC or acceptance criteria are not met.

8. Interpretation, reporting and documentation

• Keep training records; OSHA BBP training records are kept 3 years.

9. Limitations and cautions

• This is a generic template. Adapt it to your instruments, test systems, manufacturer instructions, state law and accreditation standards before use.

10. References

• OSHA, 29 CFR 1910.1030 Bloodborne pathogens
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030

• OSHA, 29 CFR 1910.1200 Hazard communication
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200

• OSHA, 29 CFR 1910.1450 Occupational exposure to hazardous chemicals in laboratories
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1450

• HHS, HIPAA Privacy Rule summary
https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html

• eCFR, 42 CFR Part 493 Subpart M: Personnel for nonwaived testing
https://www.ecfr.gov/current/title-42/part-493/subpart-M

11. Lab-specific notes

Notes and local requirements	

12. Revision history

Version	Date	Description of change	Author	Approved by

13. Annual review log

Procedures and changes must be approved, signed and dated by the current laboratory director before use (42 CFR 493.1251(d)).

Review date	Reviewed by	Signature	Changes needed (Y/N)	Comments

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