

QUALITY MANUAL: MODEL ACCORDING EC4 ESSENTIAL CRITERIA

# 1. GENERAL INFORMATION

## 1.6. TEACHING

AUTHOR	VERSION	APPROVED BY	DATE	

CIRCULATION LIST:	NAME	POSITION

CODE) DOCUMENT: QMM01	(CHAPTER TITLE):	(INSTITUTION): EC4 UNIVERSITY HOSPITAL
(CODE) SECTION: QMM01-S06	<b>GENERAL INFORMATION</b>	<b>EC4 CLINICAL CHEMISTRY DEPARTMENT</b>
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## 1. INTRODUCTION

The laboratory should take part in the teaching of medical students, nurses, technologists and trainees if applicable (1).

### 1.1. SCOPE

### 1.2. AIMS

To fulfil the requirements of the following clauses:

ISO 15189	ISO 9000: 2000	ISO 17025
5.1. Personnel.5.1.4.(m),.(l).		

### 1.3. PUBLICATION CREDITS

EC4 WG

### 1.4. REFERENCES

1. Jansen RTP, Blaton V, Burnett D, Huisman W, Queraltó JM, Zérah S, Allman B. European Communities Confederation of Clinical Chemistry: Essential criteria for quality systems of medical laboratories. Eur J Clin Chem Clin Biochem 1997; 35(2): 123-132.
2. ISO/TC 212/WG 1., Quality management in the clinical laboratory. Revised ISO/CD 15189, Quality Management in the Medical Laboratory (December 1998), 5.1.4 (m), (l).
3. Jansen RTP, Bank CMC, Huisman W, Penders TJ. NVKC Model quality manual. 2<sup>nd</sup> rev. Ed. Utrecht: NVKC 1996.
4. Burnett D. Understanding Accreditation in Laboratory Medicine. London: Association of Clinical Biochemists, 1996, 255-258.
5. Plebani M. Sistema qualità de accreditamento nel laboratorio clinico (II). Aspetti applicativi. Milano: Biomedica, 1999.

### 1.5. RELATED DOCUMENTS

- 1.6.1. General information. Teaching. Annual report on education
- 1.6.2. General information. Teaching. Syllabus for postgraduate training
- 1.6.3. General information. Teaching. Technical Staff Education Program

### 1.6. ABBREVIATIONS

### 1.7. RELATED DEFINITIONS

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## 2. TEACHING AND EDUCATIONAL ACTIVITIES

The Laboratory is involved in educational activities with pre and postgraduate students, with the technical and administrative staff as well as in continuous education programs for all kinds of professionals.

The Laboratory participates in all the Institutional activities lead by other Departments.

The Director of Laboratory, as final responsible for education prepares an *Annual Report on Education* (Document: 1.6.1. *General information. Teaching. Annual report on education*), which is filed in the Administrative Area and kept, at least, during 10 years.

The *Annual Report on Education* contains the following items:

- pre-graduate education
- post-graduate training
- training of technical and administrative staff
- continuous education

The Director of the Laboratory delegates in clinical chemists, members of his/her staff the responsibility on these areas.

### 2.1. TEACHING OF MEDICAL STUDENTS (PRE-GRADUATES)

The Laboratory is involved in educational activities with medical, pharmacy, or science students.

The responsible of these activities is:

Dr. XYZ (tel: (123) 456 789; e-Mail: XYZ@hospital.eu).

The clinical chemist responsible for pre graduate education co-operates with the Director of the Laboratory in the *Annual Report on Education* preparation.

The University authorities establish the program.

Dates	Title of the activity, responsible and other lecturers	Participants	Objectives and credits

A copy of the detailed program of each activity is filed in the Administrative Area, and kept at least 10 years.

### 2.2. SPECIALIST (POST GRADUATE) TRAINING

The Laboratory is involved in the training of postgraduate students.

The responsible of these activities is:

Dr. HIJ (tel: (321) 987 654; e-Mail: HIJ@hospital.eu).

The clinical chemist responsible for postgraduate education co-operates with the Director of the Laboratory in the preparation of the corresponding items of the *Annual Report on Education*.

The training of postgraduates is made in accordance with the Syllabus (1.6.2. *General information. Teaching. Syllabus for postgraduate training*), and it consists on:

- Lectures
- Clinical grounds
- Courses
- Rotations
- Research projects

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All these activities are recorded by the clinical chemist responsible of postgraduate training and included in the corresponding part of the *Annual Report on Education*. Also, they can be objects of audit in the educational accreditation process.

### 2.2.1. Educational accreditation process

A copy of all the documents involved in the educational accreditation process are filed in the Administrative Area and are kept 5 years after they were out of date.

These documents include:

Application:	Person who made and forwards the application, date, and accompanying documents
Syllabus	Together with the development made in the Laboratory (Document 1.6.2. <i>General information. Teaching. Syllabus for postgraduate training</i> )
Inspection records	(if applicable)
Other documents	

### 2.2.2. Other educational activities

Lectures, courses and other activities in which trainees participated are recorded in the same way that is presented before (2.1.). A copy of the detailed program of each activity is filed in the Administrative Area, and kept at least 10 years:

Dates	Title of the activity, responsible and other lecturers	Participants	Objectives and credits

## 2.3. TRAINING OF TECHNICAL STAFF

The Laboratory and all personnel are involved in the training of technical and administrative staff.

The responsible of these activities is:

Dr. KLM (tel: (665) 566 665; e-Mail: KLM@hospital.eu).

The clinical chemist responsible for technical and administrative staff education co-operates with the Director of the Laboratory in the preparation of the corresponding items of the *Annual Report on Education*.

The training of technical staff is made in accordance with an In-service Technical Education Program (Document 1.6.3. *General information. Teaching. Technical Staff Education Program*), and it consists on:

- Lectures
- Clinical grounds
- Courses

All these activities are recorded by the clinical chemist responsible for technical and administrative staff education and included in the corresponding part of the *Annual Report on Education*. Also, they can be objects of audit in the educational accreditation process.

Lectures, courses and other activities in which technical or administrative personnel participated are recorded in the same way that is presented before (2.1.). A copy of the detailed program of each activity is filed in the Administrative Area, and kept at least 10 years:

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Dates	Title of the activity, responsible and other lecturers	Participants	Objectives and credits

### 3. CONTINUOUS EDUCATION

The Laboratory is involved in the continuous education of all the staff.

The responsible of these activities is:

Dr. RST (tel: (111) 222 333; e-Mail: RST@hospital.eu).

The clinical chemist responsible for continuous education co-operates with the Director of the Laboratory in the preparation of the corresponding items of the *Annual Report on Education*.

The continuous education is made in accordance with the Official Program, and it consists on:

Following specific programs  
 Courses  
 Other activities accredited as continuous education.

All these activities are recorded by the clinical chemist responsible of postgraduate training and included in the corresponding part of the *Annual Report on Education*. Also, they can be object of audit in the educational accreditation process.

Date	title of the activity, responsible and other lecturers	participants	objectives and credits

Specific programs, courses, and other activities in which trainees participated are recorded in the same way that is presented before (2.1.). A copy of the detailed program of each activity is filed in the Administrative Area, and kept at least 10 years:

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