

TPD: Competency Training

Competency training

5.2.1

In order to ensure competency within a specific forensic discipline, documented training programs for new and untrained employees are outlined in the procedures manual for each unit or section of the laboratory and may be supplemented by training providers outside of the laboratory.

The competency training must be followed by the successful completion of competency testing before the analyst is approved to analyze casework.

Assignment as trainer

Experienced analysts will be assigned as needed by the unit supervisor to act as trainers within the experienced analyst's specific area of expertise.

Trainer responsibilities

5.2.2

The trainer, working with the unit supervisor and the DNA Technical Lead (if applicable), will develop a written training plan that will guide the trainee through the training process and also allow the trainee to observe casework in progress.

The trainer will assist the trainee in finding answers to questions that arise during the training process.

The trainer will verify in writing the completion of the analyst's competency training program.

Supervisor's responsibilities

The unit supervisor is responsible for:

- reviewing and signing the training plan
 - reviewing the trainer's assessment of the trainee's competency
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Trainee's responsibilities

The trainee is responsible for the following:

- keeping current on training assignments
 - reading reference and training materials
 - keeping a record of all notes, charts and training exercises generated during the phases of the training process
 - submitting a copy of an official certificate of completion to the PDC (external training)
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