TPD: Professional Development Program Files

Introduction

The Professional Development Coordinator (PDC) maintains files pertinent to the laboratory's Professional Development Program.

The files are open for review.

Professional development files maintained by the PDC

The PDC will maintain a professional development file for each analyst during the course of his or her employment. The appropriate records will be placed in the employee's professional development file upon completion of the training, or research and development project.

Professional development files include the following information, as appropriate:

- copy of the analyst's college or university diploma(s)
- records of competency training
- records of in-house technical courses and seminars
- records of external training
- records of cross-training
- records of research and development projects
- certificates of completion of external training
- application packets for external training
- application packets for attending professional association meetings
- training evaluations (may be maintained in a separate file with the PDC)

These files may be discarded upon the analyst's termination of employment

Records of competency training

Records pertaining to competency training should include the following information:

- copy of the training plan
- record of time committed to competency training
- verification that the competency training and any related competency testing were successfully completed

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Records of in-house technical courses and seminars	Records pertaining to in-house technical courses and seminars should include a record of time committed to the technical course or seminar.
Records of external training	Records pertaining to external training should include copies of any official certificates of attendance of external training (if provided by the training source).
Records of cross-training	Records pertaining to cross-training may include the following information: • copy of email request for cross-training • copy of the cross-training plan • record of time committed to cross-training • verification that the cross-training and any related proficiency testing were successfully completed
Records of research and development projects	Records pertaining to research and development projects may include the following information: • copy of the approved research proposal • record of time committed to the project • copy of the final report produced by the analyst
Maintaining records generated during training or projects	The trainer and trainee are responsible for maintaining records (including laboratory notes, instrumental charts, photographs, exams, and other records) generated during the training process. These records are the property of the trainee after the training has been completed and recorded. The employee is responsible for maintaining records (including laboratory notes, instrumental charts, photographs, and other records) generated while conducting a research and development project. Pertinent records are maintained in the appropriate laboratory section.

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