

## DNA: Continuing Education

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### Continuing education

#### QAS 5.1.3.1

Technical staff must attend a cumulative minimum of 8 hours of continuing education each calendar year designed to bring participants up-to-date in new developments and issues in the field of forensic DNA analysis. This may include formal external or in-house training courses, classes, seminars, informal workshops and discussion groups, or professional association meetings and symposia.

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### Records

#### QAS 5.1.3.1.1

If continuing education is conducted internally, the laboratory will retain records that will include:

- Title of the program
- Record of the presentation
- Date of the training
- Attendance list
- CV of the presenter(s)

#### 5.1.3.1.2

If continuing education is conducted externally, the laboratory will retain records and use at least one of the following to satisfy that training has been completed:

- A grade report
  - Certificate of attendance or completion
  - Program agenda or syllabus
  - Travel documentation
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### Programs based on multimedia or internet delivery

#### QAS 5.1.3.1.3

The technical leader will review and approve continuing education based on multimedia or internet delivery. The time required to complete the training will be recorded and retained by the laboratory. The technical leader will also review and approve completion of the program.

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## DNA: Continuing Education, Continued

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### Review of scientific literature

#### QAS 5.1.3.2

A library containing current issues of professional journals and reference materials is also maintained by the laboratory.

The Biology Unit will also periodically meet as a peer group to review scientific publications. Articles will be assigned by the technical leader. Peer group members are encouraged to suggest articles of interest to the technical leader. Documentation demonstrating that the review is complete may include route slips or attendance sheets. The peer group minutes will also contain a record of the reviewed publications. A binder will be used to store copies of the literature to be reviewed. The binder will be stored in the Biology Unit conference room.

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