

## SER: Training - Introduction

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**Intent of training program**

The intent of the Serology Training Program is to:

- develop knowledge, skills, and abilities of analysts working in this discipline
  - assess an analyst's competence to analyze casework in this discipline
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**Training flexibility**

The training program is meant to act as a guide for training serology analysts and is therefore flexible. A trainee may proceed with the training program at his or her own rate depending on prior experience.

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**Extent of training**

The extent of the training required by each analyst will differ depending upon factors such as the ones listed below.

- The analyst is new to the discipline.
- Retraining is indicated by proficiency test results or other review.
- The analyst possesses previous experience and expertise in the discipline.

It is the responsibility of the unit supervisor or an experienced analyst to determine the extent of training required.

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## SER: Training - Introduction, Continued

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**Training topics**    The following topics should be covered during training:

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| General    | <ul style="list-style-type: none"><li>• Administrative Manual</li><li>• Safety Manual</li><li>• Quality Manual</li><li>• Biology and Serology Manuals</li></ul>  |
| Knowledge  | <ul style="list-style-type: none"><li>• studying basic scientific principles upon which analysis is based</li><li>• reviewing relevant literature</li><li>• reviewing procedures generally accepted in the discipline</li><li>• attending courses, meetings and workshops, if possible</li></ul> <p>NOTE: Reading materials can be found in the Serology/DNA Laboratory and in the laboratory library.</p> |
| Procedures | <ul style="list-style-type: none"><li>• learning specific procedures used in the laboratory</li><li>• learning the use and limitations of instruments</li><li>• learning possible sources of error</li><li>• interpreting results</li></ul>  |
| Practice   | <ul style="list-style-type: none"><li>• performing tasks under direct supervision</li><li>• performing practical exercises using known samples which mimic casework samples</li></ul>  |
| Reporting  | <ul style="list-style-type: none"><li>• receiving instruction from experienced analysts</li><li>• reviewing laboratory reports</li><li>• writing practice reports</li></ul>  |
| Testimony  | <ul style="list-style-type: none"><li>• key elements for effective testimony</li><li>• communication methods employed by expert witnesses</li><li>• courtroom process and demeanor</li><li>• moot court exercises</li></ul>  |

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### Assessment

The trainee will work under close supervision of the Biology Unit Supervisor or an experienced analyst. Prior to assignment of casework, the trainee must successfully complete competency testing in the various procedures.

Competency tests may be held until completion of the entire training process or may be given for specific training topics or procedures.

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### Training records

Records of successful completion of training will be maintained by the laboratory's Professional Development Coordinator and should include the following:

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

See [CQR: Maintenance of Quality Records](#) for the policy regarding the retention of quality records.

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