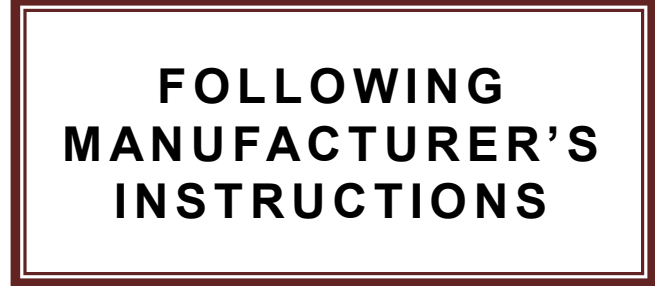


FOLLOWING MANUFACTURER'S INSTRUCTIONS CORRESPONDENCE COURSE REGISTRATION FORM

Mail to:	Attn: Training & Evaluation WV Office of Laboratory Services 167 11 th Avenue South Charleston WV 25303		Please submit fee shown below along with this registration form.
Name			\$15.00
Address			Requests for CD or paper copies must include an additional \$3.00 to cover postage and material costs.
City, State, Zip			
Home phone			Registering as:
Email			Facility coordinator ()
Professional Title	(MT, MLT, etc.)		Additional ()
Facility			Individual ()
Facility Address			Requesting course material by:
City, State, Zip			CD () Email / Internet () Paper ()
Phone Number			Paper requests are not recommended due to the numerous color photographs and diagrams in the new course material.
Fax Number			
Type of Facility	(ref lab, hosp, etc.)		Send all hardcopy materials to:
			Facility () Home () (default)
Course materials will be provided on CD and mailed to home address unless otherwise requested.			

WV Clinical Laboratory Practitioner licensure: You may submit your CLP renewal with your completed exams (enclose separate payment). You may also elect to have these CEUs recorded directly to your CLP file (for licensure purposes CEUs will be valid for up to one year). Please check the appropriate area on your CLP renewal form and indicate here if your wish to use this option (*you will not receive a paper certificate with this option*): YES NO (default)

TRAINING & EVALUATION



**Course
Announcement**



WEST VIRGINIA DEPARTMENT OF
HEALTH & HUMAN RESOURCES

OFFICE OF LABORATORY SERVICES
Training & Evaluation Section
167 11th Avenue
South Charleston, WV 25303

Phone: (304)558-3530
Fax: (304)558-2006

Additional resources available on our website:
<http://www.wvdhhr.org/labservices/training/index.cfm>

Following Manufacturer's Instructions Correspondence Course

This course is designed primarily for personnel working in nontraditional laboratories such as physician offices or point-of-care settings. It is appropriate for all complexity levels. Failure to follow manufacturer's instructions is one of the most cited CLIA-88 deficiencies. The course describes in detail the sections of the product manufacturer's literature or package inserts that they are required to provide in following FDA test approval guidelines. All package inserts follow the same general format.

All necessary materials will be made available by the Office of Laboratory Services. Participants will be provided their assignment, along with an examination pertinent to the material being studied. A grade of 70% or better will be considered passing for each chapter. The final course grade will be determined by averaging the scores for each chapter exam and the score for the final exam. A certificate will be issued from the Department of Health & Human Services, Bureau for Public Health upon successful passage of the course.

Who Should Enroll?

Anyone involved with waived or moderate complexity testing (testing personnel, consultants, directors, etc) particularly those working in physician office laboratories or other physician office settings. Medical Technologist and Medical Laboratory Technicians will benefit from reviewing the information in this course.

NOTE: Course materials can not be accepted at the WVOLS Reception Desk. Please allow time to submit exams by mail.

Course Topics

- Definitions of commonly used laboratory terminology
- The format of a manufacturer's package insert
- Location of specific information within a package insert pertaining to:
 - Quality control
 - Specimen collection and handling
 - Test methodology principles
 - Reagent storage and handling
 - Step-by-step procedural instructions
 - Test interpretation
 - Test variables and interferences
- Location of the date in which the test procedure has been revised and its importance related to documentation
- How to determine the sensitivity and specificity of a test method and its importance

FOR ADDITIONAL INFORMATION CONTACT:

**Rick Richmond, ext 2108 or
Sharon Cibrik, Course Instructor, ext 2107
Training & Evaluation
Phone (304) 558-3530
Fax (304) 558-2006**

This course meets the continuing education requirements for the Clinical Laboratory Practitioner License, but is not required for licensure. It is one option of a source for training. It is also approved for continuing education credits with the WV Board of Registered Nurses.

Important Course Information

There is no longer a set schedule for this course. Registration is available throughout the year.

Registration Fee : \$15.00

Requests for CD or paper copies must include an additional \$3.00 to cover postage and material costs.

Each participant is required to complete a registration form. If there is more than one registrant per facility, please designate a primary registrant.

Requests for course materials by email / internet require a valid email address for each registrant. If no email address is provided, or no preference is indicated, the course material will be provided on CD.

The primary registrant will receive one copy of course material that is requested on CD or paper. They will be responsible for making additional copies or otherwise providing for the participating staff, seeing that exams are taken on an individual basis, and submitting them to the Office of Laboratory Services for grading.

Although it is recommended that this course be completed within 6 weeks, you may complete it at your own pace. To avoid "urgent" requests and to allow you to meet any program deadlines for which you may be planning to use the CEUs, we ask that you return completed exams in plenty of time to allow for grading.

Continuing Education Credit:

10 contact hours

In order to retake a course of the same title, there must be a minimum of three years between each successful attempt (e.g., if this course was passed in 2010 you could not retake it until 2014 or later).