

QUALITY ASSURANCE 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. Make check or money order payable to WV DHR State Lab.
Name		\$20.00
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

QUALITY ASSURANCE

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.wvdhr.org/labservices/training/index.cfm>

Quality Assurance Correspondence Course

This is a correspondence course in quality assurance (QA) designed for all levels of moderate to high complexity laboratory staff and allied health professionals. The course is composed of ten chapters—each representing a CLIA-88 QA standard of Subpart B. Each chapter features examples of QA monitoring activities and various types of forms for documenting QA activities. The forms and plans utilized were collected from various clinical laboratories across West Virginia.

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 moderate or high complexity laboratory testing (testing personnel, consultants, supervisors, directors, etc). This course is written for all types of laboratories: physician office, hospital, and reference.

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

Course Topics

- Patient test management assessment
- Quality control assessment
- Proficiency testing assessment
- Comparison of test results
- Relationship of patient information to patient test results
- Personnel Assessment
- Communications and complaints
- Quality Assurance review with staff
- How is QA monitoring performed?

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 : \$20.00

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:

15 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).