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<b>ANCILLARY DIVISION APPROVAL MATRIX</b>		Issue Date: Template Version: 1.0 Version/Revision: 1/1 Affectivity Date: April 2022 Revision : 4.0
		Section / Department <b>LABORATORY SECTION</b>
<b>Policy Title:</b> <b>POLICY AND PROCEDURE ON CONTINUING PROGRAM FOR STAFF DEVELOPMENT AND TRAINING</b>		Page 1 of 2
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## I. INTRODUCTION

Health professionals are increasingly requiring practitioners to demonstrate their engagement with continuing professional development and training (CPD) in order to maintain competence in light of the ever-changing scope of practice and technological advances in the medical sciences.

## II. OBJECTIVES

The Continuing professional development and training is to maintain high standards of competence in terms of knowledge, skills, and behavior. Literature exists indicating that CPD in the health professions is effective in improving healthcare, patient outcomes, and population health.

## III. PRINCIPLE

1.1 The validation of continuing professional development (CPD) programs and activities is an integral part of the CPD system, which helps medical laboratory technologists (MLT) meet the requirements of life-long learning and enhancement of professionalism.

1.2 The Medical Laboratory Technologist Board, being a statutory body for the regulation of the MLT profession mandates the establishment of a validation system to govern the standards of individual CPD programs and activities.

## IV. GENERAL POLICIES

An appropriate portion of the laboratory annual budget shall be allocated for the training and development of the Laboratory personnel. Delegates shall be sent to different conventions, workshops and seminars conducted by different associations that support professional growth in the field of Laboratory Medicine and its different branches.

A monthly or quarterly lecture shall also be conducted by Pathologist for



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updating the staff to new developments and review of basic principles in Medical Technology. Resources speakers from different fields may be invited. Reports from the staff on various topics are also encouraged. There shall be a performance development which shall ensure competency of personnel through:

- Orientation and reorientation on new and old policies and procedures
- Attendance to trainings/seminars/workshops conducted by the laboratory and external agencies

## V. GLOSSARY OF TERMS

**CPD** – stands for Continuing Professional Development. It refers to the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work, beyond any initial training. It's a record of what you experience, learn, and then apply.

**Allocation** – fees were being authorized by the City Government of Paranaque who set up specific rules about the purpose that those fees served in the grand scheme of things.

**Funding** -is the act of providing financial resources, usually in the form of money, or other values such as effort or time, to finance need, program, and project, usually by an organization or company.

**Training and development** -- or "learning and development" as many refer to it now--is one of the most important aspects of our lives and our work. (Many people view "training" as an activity that produces the result or outcome of "learning"—and learning is typically viewed as new knowledge, skills and competencies or abilities.)

## VI. DEFINITION OF TERMS

### A. ACRONYMS

**CPD** –Continuing Professional Development

**MLT** -Medical Laboratory Technologist