

Division of Laboratory Systems



Laboratory Onboarding Template: Pilot Test by the Guam Public Health Laboratory

Mugdha Vasireddi

January 17, 2024



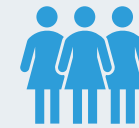
Agenda

- Introduction
 - *New and relevant OneLab™ Resources*
 - *Today's Presenters*
- Laboratory Onboarding Template: Pilot Test by the Guam Public Health Laboratory
- Q&A
- Upcoming Events

Participant Rules of Engagement for the Webinar Chat

Please keep the following in mind when using the chat feature:

- **Connect with others!** React to what you're hearing, share experiences, and ask questions of your fellow participants!
- **Have a question for the presenter?** Use the Q&A function, *not* the chat.
- **Show Respect and Professionalism.** Inappropriate language, improper conduct, or any form of discrimination may result in removal from the webinar.
- **Remain on Topic.** Ensure your comments are relevant to the topic.
- **Comply with Moderators' Guidance.** If a moderator gives direction regarding chat behavior, please comply accordingly.
- **Report Issues.** Notify moderators if you experience technical difficulties or observe any disruptive behavior.





CDC Laboratory Onboarding Template Job Aid

Laboratory Onboarding Template (LOT)

CDC Laboratory Onboarding Template can be used to develop New Employee Standard Operating Procedures (SOPs) to provide a structured and streamlined process to onboard new employees into the laboratory.



Check Out the
Job Aid



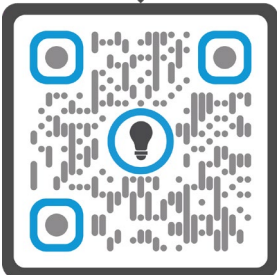


OneLab **REACH™**

Basic Microscopy Microlearning Videos

In these **basic-level video job aids**, you will learn the fundamentals of microscopy including how to clean the microscope, how to focus the microscope, Köhler illumination, microscope components, ocular micrometer calibration, and how to set up the microscope.

View Job Aids



[Check out the video library
at OneLab REACH™.](#)

NEW





OneLab REACH™

What is OneLab REACH?

A customized learning management system for laboratory professionals and the testing community.

“REACH” is an acronym for Rapid Education and Capacity-building Hub. OneLab REACH provides training resources that cover essential topics, including **preparedness, quality, safety, core science, and informatics.**



Free eLearning
courses



Downloadable
job aids and
resources



Continuing
education credits
(including P.A.C.E.®)



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reach.cdc.gov

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Presenter



Mugdha Vasireddi, PhD (HCLD, ABB)

Laboratory Director

Chickasaw Nation Industries for Guam Public Health Laboratory

The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered in the middle of the page.

**LABORATORY ONBOARDING
TEMPLATE: PILOT TEST BY THE GUAM
PUBLIC HEALTH LABORATORY**

ONBOARDING A NEW EMPLOYEE

- EFFECTIVE COMMUNICATION
- EMPLOYEE ORIENTATION MANUAL
- LAB TOUR
- ASSIGN MENTOR/SUPERVISOR/LAB PARTNER
- LEARNING TIME
- LEARNING ASSESSMENT

GUAM EMPLOYEE MANUAL

- DPHSS EMPLOYEE HANDBOOK
- WHY SOMEONE SPECIFIC FOR THE LAB IS NEEDED
- GUAM STAFF DEMOGRAPHICS
- WHAT DO WE NEED?

INTERVIEW STAFF

UNDERSTAND THE NEEDS

HAVE A TEMPLATE

CDC LAB ORIENTATION TEMPLATE

- GENERAL INTRODUCTION
- INTRODUCTION TO THE LABORATORY (LABORATORY MISSION AND VISION, ORGANIZATIONAL CHART, CODE OF CONDUCT/ETHICS, DRESS CODE, SAFETY AND SECURITY) – PART OF QUALITY MANUAL
- POSITION DETAILS
- TRAINING RESOURCES
- STANDARD OPERATING PROCEDURES AND POLICIES
- CONTACT INFORMATION

GUAM LAB ONBOARDING MANUAL

- GENERAL INTRODUCTION
- INTRODUCTION TO THE LABORATORY (LABORATORY MISSION AND VISION, ORGANIZATIONAL CHART, CODE OF CONDUCT/ETHICS, DRESS CODE, SAFETY AND SECURITY) – PART OF QUALITY MANUAL
- TRAINING RESOURCES
- CONTACT INFORMATION

GUAM LAB ONBOARDING MANUAL

(WHAT IS NOT INCLUDED...& WHY)

- POSITION DETAILS
- STANDARD OPERATING PROCEDURES AND POLICIES

OPPORTUNITIES FOR IMPROVEMENT

- ASSESS THE NEEDS OF THE LABORATORY TRAINING PROGRAM
- PROVIDE AN UNDERSTANDING OF LABORATORY SERVICES
- QUALITY MANAGEMENT
- TRAINING RESOURCES
- EMPHASIS ON BIOSAFETY AND SECURITY
- PATIENT PRIVACY

OPPORTUNITY FOR IMPROVEMENT: TRAINING

Department of Public Health and Social Services
Division of Public Health
Guam Public Health Laboratory
New Employee Onboarding Checklist

Employee Name:		Position Title:	
Date of Hire:		Date of Completion:	
Item: Completed	New Employee Initials:	Staff / Supervisor Initials:	
Read the Division of Public Health Employee Manual			
Read GPHL Onboarding Manual			
Read GPHL Laboratory Safety Manual			
Fill out Active Directory & Email User Request			
Complete GPHL Accessioning DataBase training			
Fill out the OSHA Respirator Medical Evaluation Questionnaire			
Get fit tested for N95 respirator			
Complete Lab CE and Competency File			
Health Insurance Portability and Accountability Act (HIPAA) HIPAA Basics for Providers: Privacy, Security, & Breach Notification Rules (cms.gov) https://www.healthit.gov/sites/default/files/pdf/privacy/privacy-and-security-guide.pdf			
HIPAA Quiz (See Attachment C)			
Blood Borne Pathogens and Hazards Communication Standards https://www.osha.gov/sites/default/files/publications/osha3186.pdf			
Blood Borne Pathogens and Hazards Communication Standards "Read and Understood" form (See Attachment D)			

Department of Public Health and Social Services
Division of Public Health
Guam Public Health Laboratory
New Employee Onboarding Checklist

Employee Name:		Position Title:	
Date of Hire:		Date of Completion:	
Item: Completed	New Employee Initials:	Staff / Supervisor Initials:	
CDC PPE Training- Record Certificate of Completion https://www.cdc.gov/labtraining/training-courses/basic-microbiology/fundamentals-personal-protective-equipment.html			
Centrifuge Safety Training- Record Certificate of Completion https://www.cdc.gov/labtraining/training-courses/fundamentals-centrifuge-safety.html			
Chemical Fume Hood Safety Training - Record Certificate of Completion https://www.cdc.gov/labtraining?Sort=format%3A%3Aasc&Filter=Safety			
Hazardous Chemical Training - Record Certificate of Completion https://reach.cdc.gov/course/fundamentals-communicating-hazards-laboratory-chemicals/CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Ftraining%2Ftraining-courses%2Ffundamentals_of_communicating_the_hazards_of_laboratory_chemicals.html			
Laboratory Safety Training - Record Certificate of Completion https://reach.cdc.gov/course/fundamentals-laboratory-safety			
Biological Safety Cabinet Training - Record Certificate of Completion https://www.cdc.gov/labtraining/training-courses/biological-safety-cabinets.html			
Fire Safety Training (Please create a CDC Train Account: CDC.train.org and search for the following course: NMDOH Fire Extinguisher Training) - Record Certificate of Completion https://www.train.org/cdctrain/course/1101165/details			

FINAL ANALYSIS

- **AWARENESS OF LAB NEEDS AND REQUIREMENTS**
- **AWARENESS OF STAFF NEEDS AND REQUIREMENTS**
- **CLEAR UNDERSTANDING OF LABORATORY POLICIES
BEYOND DAY-TO-DAY ACTIVITIES**



Questions?



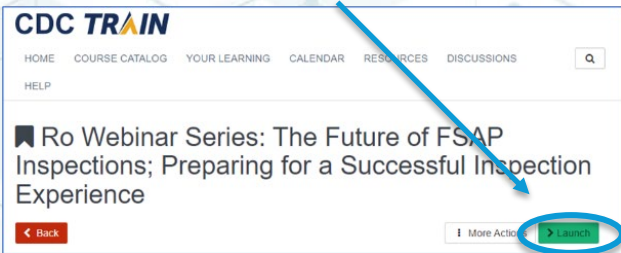
Continuing Education

To receive continuing education credits, you must:

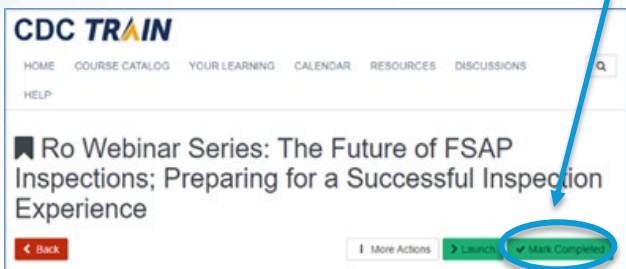
1. **Attend** entire webinar/**register** for course on TRAIN

- Register for the course in TRAIN
- Registration passcode: N782
- Select "P.A.C.E.®" credit type

• Click "Launch"

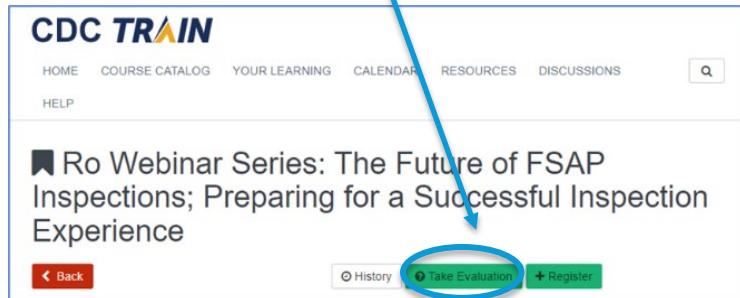


• Click on green "Mark Complete"



2. **Complete** webinar evaluation

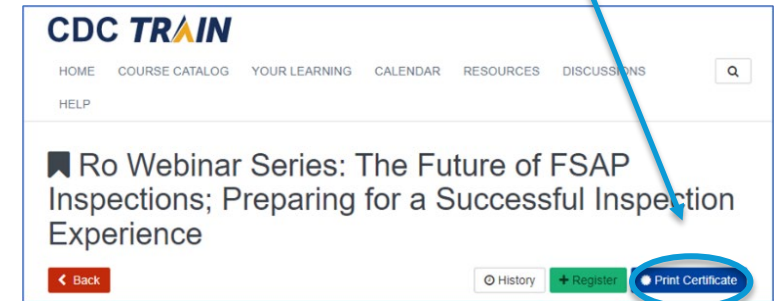
- Click green "Take Evaluation" button



- **Complete the evaluation**

3. **Obtain** P.A.C.E.® Certificate

- Click on the blue "Print Certificate" button to download



Upcoming OneLab Network Event



Managing Burnout in a Post COVID-19 World

February 6, 2024 from 12 PM ET – 1 PM ET

Managing burnout in a post-COVID-19 world is important as if it goes unrecognized, it can lead to reduced productivity, increased absenteeism, and higher turnover rates. After the webinar participants will be able to identify signs of burnout in their own life, develop strategies that help to cope with burnout in their lives, recognize the importance of seeking work-life harmony, and equip employees with stress management techniques. Participants will walk away with tools that will empower, educate, and encourage them on how to navigate in a post-COVID world.

[Register Now!](#)



OneLab
Summit

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NOW!

OneLab Summit

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APRIL 16-18, 2024

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- Improve their skills through hands-on technologies, learning and development tools, and practices
- Gain insights from the laboratory community's success and resilience
- Collaborate and connect with CDC and laboratory education and training peers

REGISTRATION IS LIVE! <https://reach.cdc.gov/onelabsummit>



OneLab **Assessments**

Share your feedback and laboratory training needs with us!

Email OneLab@CDC.gov