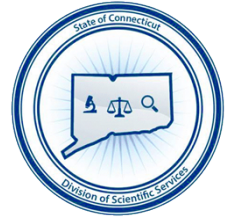




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Director

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This is to act as an example of a PTP template. Modules/Topics may be added/removed or modified as appropriate to the level of experience of the trainee.

To:

Cc:

From:

Date:

Subject: Personal Training plan, (PTP); Toxicology Unit;

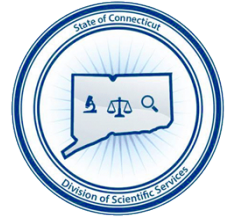
Training Mentor:

Topic		Expected Completion Date	Trainees initial/date	Trainer initial/date
General Introduction to Division / Section / Unit	General Orientation ; Safety (Bloodborne Pathogen / Chemical Safety) ; T&L ; Ethics ; Meet Co-Workers			
Familiarization of Toxicology Sample Handling / Analysis / Inventory	Blood ; Urine ; Vitreous Humor ; General Chemical Handling / Labeling ; Equipment / Materials in Toxicology Unit			
Literature review	Unit SOPs ; Reference articles (ongoing) ; Maintain reading list in training log	Ongoing		



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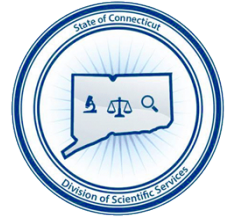
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Topic		Expected Completion Date	Trainees initial/date	Trainer initial/date
Shadowing of Examiners (throughout Section and Division)	Log daily activity within Training Log	Ongoing		
Qualtrax	SOPs, Workflows, Tasks, Trainings			
Inventory / Ordering Supplies ; Process Packing Slips ; Storage	Maintaining adequate supplies ; quotes ; purchase requests ; packing slips			
Accessioning Cases	Proper storage: Assigning casework in JTrax			
General QA/QC Oversight	Data Recording for Unit Refrigerators and Freezers ; Instrument QA/QC adherence ; Millipore System ; Balances ; pipettes ; Organization of documents ; Adherence to SOPs and accreditation (ANAB/ISO17026)			



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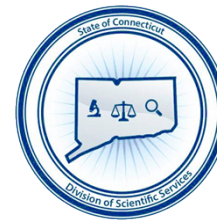
This is to act as an example of a PTP template. Modules/Topics may be added/removed or modified as appropriate to the level of experience of the trainee.

Topic		Expected Completion Date	Trainees initial/date	Trainer initial/date
Evidence Handling* / Security *Upon signing-off then handling of evidentiary material is authorized (Qualtrax Workflow-LIMS-Plus)	ERU shadow ; Receipt, Storage, Return evidence ; Evidence security (Proper seal, storage, transfer)			
Laboratory Information Management System (LIMS) Laboratory Information Management System (LIMS) – Cont'd	JusticeTrax ; LIMS-Plus operation			
	Viewing, creating, editing data			
	Itemization of evidence			
	Transferring evidence ; Handling Discrepancies			
	Updating milestones (e.g., Draft Report, Technical review, Administrative review)			
Case Destruction** **Evidence sign-off needed	Paperwork ; Actual Destruction** ; Issuing Destruction Reports			
Levey-Jennings Charts and Data	Inputting Data ; Ensuring Accuracy of Data			



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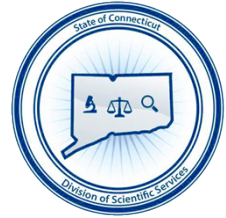
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Topic		Expected Completion Date	Trainees initial/date	Trainer initial/date
Preparation of controls, reagents, standards	All Relevant Unit SOPs			
Extractions (Solid Phase)	All Relevant Unit SOPs ; GDS ; WAN/BDS ; Quantitations ; All matrices			
Immunoassays: (Enzyme Multiplied Immunoassay Technique (EMIT) ; Enzyme-Linked Immunosorbent Analysis (ELISA))	Theory ; All relevant SOPs			
	Instrument software / operation ; Daily QA/QC			
	Sample preparation ; Data Processing/Interpretation			
	Data Backup ; Maintenance			
Gas Chromatography / Mass Spectrometry (GC/MS)	Theory ; Methods commonly used ; SOPs			
	Instrument software / operation ; Daily QA/QC			
	Sample preparation ; Data Processing/Interpretation			
	Data Backup ; Maintenance			



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Topic		Expected Completion Date	Trainees initial/date	Trainer initial/date
Liquid Chromatography / Mass Spectrometry (LC/MS) - all	Theory ; Methods commonly used ; SOPs			
	Instrument software / operation ; Daily QA/QC			
	Sample preparation ; Data Processing/Interpretation			
	Data Backup ; Maintenance			
Instrument Operation***	***Upon signing-off then operation of specific instruments are authorized.	Ongoing		
Reference Standards and Verifications Preparation of controls, reagents, standards	Finding reference standards/paperwork			
	Verification of reference standards using GC/MS &/or LC/MS			
Case Files	Case documentation			
	Data needed within case files			
	Unit forms			
	Finding older case files			



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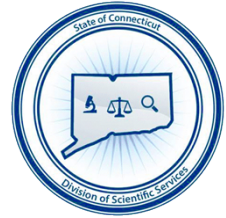
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Topic		Expected Completion Date	Trainees initial/date	Trainer initial/date
Measurement Uncertainty	Calculation of measurement uncertainty for both drug and volatile quantitations			
Case Observations ; (5) each ; Record lab numbers in training log	Immunoassays			
	Extractions (qual./quant.) ;			
	HS-GC/MS			
	GC/MS (qual./quant)			
	LC/MS (qual./quant.)			
Written Competency Tests including relevant SOPs ; Completed and Reviewed	LC/HR-MS			
	Immunoassays			
	Extractions (qual./quant.) ;			
	HS-GC/MS			
	Qualitative Drug Analysis (GC/MS ; LC/MS)			
	Quantitative Drug Analysis (GC/MS ; LC/MS)			
	LC/HR-MS			



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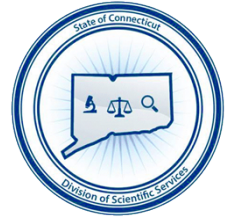
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Topic		Expected Completion Date	Trainees initial/date	Trainer initial/date
Practical Competency Tests ; Completed and Reviewed	Immunoassays			
	Extractions (qual./quant.) ;			
	HS-GC/MS			
	GC/MS (qual./quant)			
	LC/MS (qual./quant.)			
	LC/HR-MS			
Courtroom Testimony Observations	Various Disciplines (Per Se ; DUI ; DUID ; Sexual Assault ; Postmortem)			
Moot Court #1	DUI-type case			
Moot Court #2	Sexual Assault-type case			
Moot Court #3	Postmortem-type case			



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Expected Completion dates for each unit of training is a guideline. However, if expected completion dates for training milestones are not achieved then reasons for the delay(s) will be captured within training logs by the trainee.

Examiner Trainee Name (Print) ; Date

Mentor Name (Print) ; Date

Examiner Trainee Signature

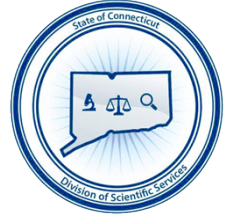
Mentor Signature

RETIRED



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This is to act as an example of a PTP template. Modules/Topics may be added/removed or modified as appropriate to the level of experience of the trainee.

*Signatures below are to be filled out **ONLY** after the above check list has been completed.*

I certify that all the above training has been completed and the trainee is recommended for authorization to work cases within the Controlled Substances Unit:

Examiner Trainee (signature): _____ Date: _____

Lead Examiner (signature): _____ Date: _____

Section Supervisor (signature): _____ Date: _____

Deputy Director (signature): _____ Date: _____