

General Laboratory Training Checklist

Trainee: _____

Start Date: _____

It is the responsibility of the trainee to complete any trainings assigned in the QMS and to return the completed form to the Quality Manager for signature of completion.

Trainee provided with copies of:		
<input type="radio"/> GL-5 Ethics	<input type="radio"/> GL 1.4 ANAB Guiding Principles	<input type="radio"/> Current Organization Chart
<input type="radio"/> New Employee Signature and Initial Form		<input type="radio"/> Hepatitis vaccination Waiver
Photo taken for QMS: Yes / No		

Topic	Date	Trainee Initials
Introduction to the Quality Management Software (QMS) use: location of procedures, EEO documents, SDS, State Statutes, Org chart and Inbox use		
Introduction to the 'Personnel-Electronic Filing Cabinet' in the QMS		
Introduction to General Laboratory (GL) Procedures: Quality Manual GL-5 Ethics GL 1.4 ANAB Guiding Principles Doc GL-3 Security GL-9 Quality Action Requests GL-15 Professional Development Organizational Chart –General DSS Structure		
Introduction of the role of the DSS in the criminal justice system CT State Statute 29-7b9 (GL-1.2)		

To be Assigned in the QMS:

Log into the QMS using the user name and password provided for the LAN system to obtain a QMS profile. QMS address: <http://dps-qualtrax01/Qualtrax/Login> Once trainee has logged in for the 1st time notify the Quality Manager. Once a profile is set the trainee will received notifications of training as tests to complete.

General Laboratory Procedures – Tests assigned to document review		
General Forensic Science Topics – Power Point		
Legal Proceedings and Applicable rulings (general) –Articles		

Collect Security Awareness: training to be assigned by the LISM – save related certificate for training records		
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By initialing the various topics the trainee agrees that they have reviewed the topic.

Date Returned: _____

Quality Manager (or designee) : _____