



1st Edition

QMS16

Laboratory Personnel Management



This guideline describes the process for meeting the regulatory and accreditation requirements of personnel management in the laboratory environment. This guideline offers suggestions and examples on managing the processes required for laboratory personnel to fully achieve laboratory management's operational and quality goals.

A guideline for global application developed through the Clinical and Laboratory Standards Institute consensus process.

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Abstract

Clinical and Laboratory Standards Institute document QMS16—*Laboratory Personnel Management* provides guidance for processes involved in managing personnel resources such as personnel qualifications, preparation and maintenance of effective job descriptions, introduction of new personnel to the laboratory organization, continuing education, professional development, and contents of personnel records. This guideline focuses on how to meet regulatory and accreditation requirements for personnel. Useful tools and templates related to these topics are also provided.

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[QMS16, 1st ed.](#)

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Contents

Abstract	i
Committee Membership	iii
Foreword	vii
Chapter 1: Introduction	1
1.1 Scope	2
1.2 Background	3
1.3 Terminology	6
Chapter 2: Personnel Management	13
2.1 Human Resources Management	14
2.2 Preemployment Management	18
2.3 Employment and Performance Management	27
2.4 Employee Development Management	44
2.5 End-of-Employment Management	55
Chapter 3: Personnel Records	59
3.1 Record Management System	60
3.2 Types of Personnel Records	61
3.3 Responsibility for Records	64
3.4 Periodic Review	64
3.5 Accessibility, Security, and Retrieval	64
3.6 Retention and Destruction of Records	65
Chapter 4: Conclusion	67
Chapter 5: Supplemental Information	69
References	70
Appendix A. Example of US Legislation, Code, and Accreditation Requirements for Personnel Management	73
Appendix B. Staffing to Workload Calculation Worksheet	75
Appendix C. Sample Job Description	77
Appendix D. Example of Using a Weighted Criteria Matrix for Selecting Among Job Candidates	79
Appendix E1. Sample Checklist for Laboratory Job Introduction	80
Appendix E2. Sample Checklist for Facility Job Introduction	82
Appendix F. Job Training Checklist for Non-Path of Workflow Activities	83
Appendix G1. Competence Determination: Example 1	85

Contents (Continued)

Appendix G2. Competence Determination: Example 2.....	86
Appendix G3. Competence Assessment	87
Appendix H1. Sample Employee Performance and Development Review.....	88
Appendix H2. Sample Nonmanagement Performance Review	89
Appendix I. Ongoing Training, Continuing Education, and Professional Development Form	92
Appendix J. Sample Form for an Exit Interview.....	93
Appendix K. Sample Form for an End-of-Employment Checklist.....	94
Appendix L. Sample Employee Record Checklist.....	96
The Quality Management System Approach	98
Related CLSI Reference Materials	100

Foreword

Quality system essential (QSE) Personnel is one of the 12 QSEs described in CLSI document QMS01,¹ which provides the necessary background information and guidance to develop and maintain a QMS. The QMS model depicted in Figure 1 demonstrates how each QSE, such as Personnel, is a building block to quality and is necessary to support any laboratory's path of workflow from preexamination to examination to postexamination.

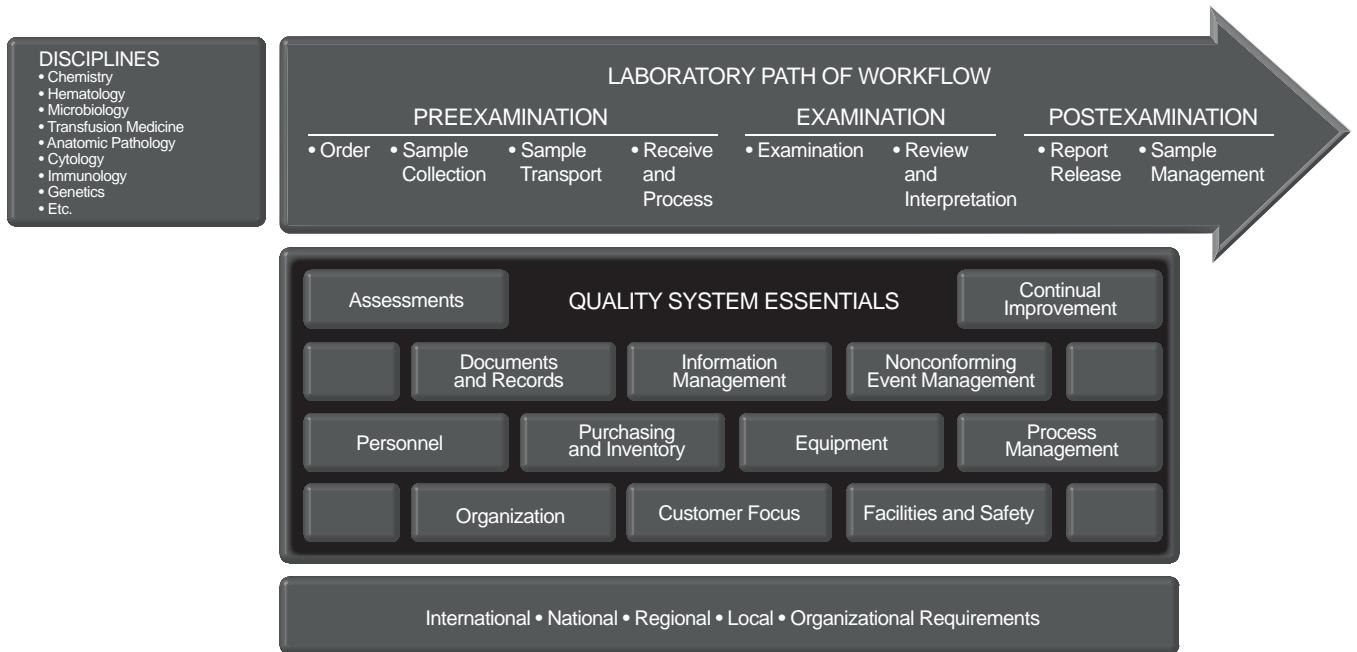


Figure 1. The Quality Management System Model for Laboratory Services (see CLSI document QMS01¹). The 12 QSEs function as building blocks that are necessary to support any laboratory's path of workflow and laboratory disciplines. This example represents how the 12 QSEs support a clinical laboratory's disciplines.

QSEs are the foundational building blocks that function effectively to support the laboratory's path of workflow. If a QSE is missing or not well implemented, problems will occur in preexamination, examination, and postexamination laboratory activities. For example, when the laboratory lacks defined processes for personnel management, including training or performance evaluation, problems will arise in the laboratory path of workflow.

International guidance related to the QEs and the laboratory's path of workflow is described in selected International Organization for Standardization (ISO) standards. ISO 9001² defines a process-based model for quality that any business should use to manage its operations—the information relates directly to the QEs. ISO 17025³ specifies requirements for both quality management and technical operations of testing and calibration laboratories. ISO 15189⁴ defines standards for quality management and technical operations in the medical laboratory environment.

KEY WORDS

Competence assessment

Job description

Records

Employment management

Leadership

Retention

End of employment

Performance criteria

Staff

Hiring

Personal development

Succession planning

Human resources management

Personnel

Supervision

Interview

Personnel management

Training

Chapter 1

Introduction

This chapter includes:

- ▶ Document scope and applicable exclusions
- ▶ Background information pertinent to the document content
- ▶ “Note on Terminology” that highlights particular use and/or variation in use of terms and/or definitions
- ▶ Terms and definitions used in the document
- ▶ Abbreviations and acronyms used in the document



Laboratory Personnel Management

1 Introduction

1.1 Scope

This guideline is intended to assist laboratories in meeting the personnel management requirements for their QMS, as represented by quality system essential (QSE) Personnel. Laboratory personnel can benefit from reading this guideline because it explains management's expectations and personnel responsibilities.

QSE Personnel involves recruiting, hiring, and retaining an adequate number of qualified, well-trained, and competent laboratory personnel to perform and manage the activities of the laboratory. The processes and procedures needed to achieve these goals are described in QSE Personnel.

This guideline is intended for use by laboratory directors, managers, supervisors, quality managers, and others responsible for implementing, maintaining, and evaluating the laboratory's QMS as it relates to the requirements contained in QSE Personnel. The processes described and examples provided can be used in any size, type, or scope of laboratory, anywhere in the world, to meet published regulatory and accreditation requirements.

This guideline **does not** address, in detail, the following topics and content, and the information covered in other CLSI documents:

- Communication between the laboratory and other health care providers or regulatory agencies as related to patient-centered care activities
- Communication theory and practices
- Behavioral management theory and practices
- Personnel interaction management theory and practices
- Training and competence assessment (refer to CLSI document QMS03⁵)
- Leadership and management development (refer to CLSI document QMS14⁶)

In addition, this guideline is not meant to be prescriptive, but rather suggestive, in approach. It is not a comprehensive instructional manual for application of the concepts discussed.