



New Here? Your First 30 Days

Orientation, supervised practice, and sign-off — before you work independently (LAB-QM-HR-001 Figure 1).

1 · BEFORE YOU START

- Credentials verified: **appointment status, signed position description, and PRC license** (for RMTs).
- A **qualified preceptor** is designated to supervise and guide your orientation.

2 · WHAT YOU WILL LEARN

- Orientation modules: **biosafety, infection control, and the QMS.**
- Training on the **Excel-integrated laboratory information system.**
- **Bench maintenance, equipment, and routine QC** training.

3 · DAY-30 REVIEW & SIGN-OFF

- Progress is reviewed at **30 calendar days** to identify remaining gaps.
- **Gaps?** Targeted instruction is provided and the gaps are **re-assessed.**
- Preceptor and new staff **countersign all checklist items on F-QM-HR-001-A-V0**; the CMT countersigns completion.
- Structured orientation is completed **before working independently** — then initial competency assessment follows per **LAB-QM-HR-002.**

