



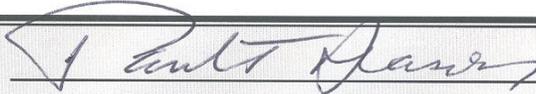
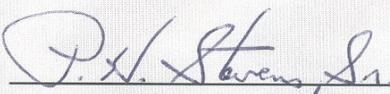
# **WESTINGHOUSE SAVANNAH RIVER COMPANY**

Savannah River Technology Center

## **LABORATORY TECHNICIAN TRAINING PLAN**

***SRTC0000Y01-00***

### **APPROVALS**

 Deputy Director, Savannah River Technology Center	<u>11/17/03</u> Date
 Manager, Savannah River Technology Center Support Services	<u>11/17/03</u> Date

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## **1.0 PURPOSE**

This Training Plan describes the training requirements for SRTC Laboratory Technicians necessary to perform their job duties in a safe and effective manner.

## **2.0 SCOPE**

This Training Plan applies to individuals training and maintaining status as: Laboratory Technicians.

## **3.0 RESPONSIBILITIES**

### **3.1 Deputy Director**

- 3.1.1 Appoint the Chairperson for the SRTC Training Steering and/or Training Review Committees.
- 3.1.2 Approve the SRTC Laboratory Technician Training Plan.

### **3.2 Line Management**

- 3.2.1 Provide oversight and direction to the overall program by serving as/or designating the Training Program Owner(s). The Training Program Owner(s) are:
  - 3.2.1.1 Individual(s) who are owner(s) of policies, procedures and/or requirements and have approval authority for training content and granting training exceptions/equivalencies related to their program.
- 3.2.2 Identify and approve training for laboratory technicians as tracked in the Automated Qualification Matrix (AQM).
- 3.2.3 Ensure laboratory technicians are trained in specified tasks prior to performing task(s).
- 3.2.4 Review and approve requests for exceptions from training and extensions of training requirements for laboratory technicians on OSR 36-55 per WSRC Manual 4B.
- 3.2.5 Identify training needs for laboratory technicians.
- 3.2.6 Approve the Difficulty, Importance and Frequency (DIF) values for tasks identified during the Job/Task Analysis (JTA) process.
- 3.2.7 Establish retraining frequency for tasks identified as Train Over (TO).
- 3.2.9 Approve instructional materials.
- 3.2.10 Ensure representation on the Training Steering and/or Training Review Committees.

3.2.11 Approve remediation programs per WSRC Manual 4B and monitor the remediation progress of laboratory technicians.

3.2.12 Identify personnel to perform the following:

3.2.12.1 Serve as subject matter experts (SMEs) to assist the Support Services Section with the JTA process and development of instructional material.

3.2.12.2 Develop, implement, and evaluate initial and continuing training for Laboratory Technicians.

3.2.12.3 Obtain and maintain instructional and technical qualifications.

3.2.13 Maintain consistency of the AQM application for Laboratory Technician positions.

### **3.3 Division Training Manager**

3.3.1 Develop, maintain and approve the SRTC Laboratory Technician Training Plan.

3.3.2 Ensure compliance with WSRC Manual 4B.

3.3.2 Ensure SRTC training materials supply the information necessary for trainees to master the learning objectives.

3.3.3 Ensure SRTC training staff are qualified in accordance with the SRTC Instructional Staff Technical Qualification Program Description (LSISTQPD) and Site Instructional Staff Technical Qualification Program Description.

3.3.4 Ensure OJT Trainers/Evaluators and Classroom Instructors are evaluated to verify training is conducted as outlined in approved instructional materials.

3.3.5 Assess SRTC training to determine its effectiveness, and to improve it as needed.

3.3.6 Approve instructional materials and exceptions from training.

### **3.4 Training Coordinator**

3.4.1 Schedule, coordinate, and track training for assigned Laboratory Technicians as outlined in the SRTC AQM Guidance Document (SRT-BM-2003-0001) Sections IV and V.

3.4.2 Ensure all training prerequisites have been met prior to scheduling personnel for training.

3.4.3 Forward appropriate training completion documentation to Support Services for data entry into TRAIN.

- 3.4.4 Run, print and distribute to management 30-60-90 Day and Incomplete AQM reports. The 30-60-90 day reports will be run at a minimum monthly.
- 3.4.5 Assist line managers with maintaining AQM Qualification Standards, Employee Files and Employee Qualification Cards for assigned positions.
- 3.4.6 Track and schedule required training, based upon the 30/60/90 day reports and/or as identified by management.
- 3.4.7 Add new employees and/or update employee changes to the database.

### **3.5 Laboratory Technician**

- 3.5.1 Ensure all training prerequisites have been met prior to scheduling personnel for training.
- 3.5.2 Complete training as directed.
- 3.5.3 Notify Training Coordinator and management of pass/fail status of training.
- 3.5.4 Provide Training Coordinator with hard copy documentation of training completed.
- 3.5.5 Provide constructive feedback on the training program to the instructor and management upon completion of the training.

### **3.6 Instructor/Developers**

- 3.6.1 Analyze, design, development, implement, and evaluate initial and continuing training for Laboratory Technicians.
- 3.6.2 Obtain and maintain instructional and technical qualifications.
- 3.6.3 Provide assistance as needed to assigned department and/or section with developing quality training material per the department/section schedules approved by the SRTC R&D Steering Committee.
- 3.6.4 Interface with the SRTC Support Services Records Administrator to ensure records accurately represent the status of training materials for assigned department/sections.
- 3.6.5 Interface with the AQM Administrator/Assistant Administrator to ensure AQM accurately identifies the training status for the assigned department/section.
- 3.6.6 Interface with the Laboratory Technician Training Program Owner to ensure the overall status of the program is accurately presented and maintained.

### **3.7 Instructional Development Coordinator**

- 3.7.1 Track instructional & technical qualifications of SRTC employees to ensure only qualified employees are implementing training.

### **3.8 Training Steering/Review Committees**

#### **3.8.1 Training Steering Committee**

- 3.8.1.1 Provide oversight of SRTC training to ensure compliance with WSRC 4B Manual.
- 3.8.1.2 Prior to authorization, reviewing the training scope and budget with the owner for concurrence with the implementation strategy and ensuring training readiness.
- 3.8.1.3 Approve/disapprove requests for revisions to, deletions to, and new SRTC-level training.

#### **3.8.2 Training Review Committee**

- 3.8.2.1 Assess the laboratory technician training program annually to identify strengths and weaknesses in the training and recommend (if necessary) corrective actions.
- 3.8.2.2 Monitor training program content to ensure technical and instructional accuracy and compliance.
- 3.8.2.3 Review Training Requests (OSR 36-53) and Training Needs Analyses (OSR 36-83) that affect more than one section.

#### **3.8.3 Training Steering/Training Review Committee Members**

- 3.8.3.1 Establish and status schedule progress to Steering Committee (schedule owner).
- 3.8.3.2 Ensure department/section support is provided to meet schedule.

#### **4.0 ENTRY-LEVEL POSITION REQUIREMENTS**

Entry-level requirements for SRTC Laboratory Technicians are intended to provide reasonable assurance that the personnel have, or can acquire, the knowledge and skills to work in the facility in a safe and effective manner.

Laboratory Technicians shall be selected based on the appropriate Human Resources (HR) Position Description.

Prior to the start of the training program, candidates shall have completed the following requirements:

##### **4.1 Medical**

4.1.1 The candidates shall meet the minimum WSRC health requirements, in accordance with WSRC Medical Department Manual Q3.1, Procedure 1004, by passing employment medical physical.

4.1.2 Personnel must meet the health requirements identified in WSRC 4B Manual, as well as any additional health requirements to perform the job to which the employee is assigned.

##### **4.2 Security Clearance**

Personnel must be able to obtain and hold appropriate security clearance for the position, as applicable.

##### **4.3 Experience/Education**

4.3.1 Candidates selected for the SRTC Laboratory Technician Training Program shall meet the following requirements:

4.3.1.1 Experience: None

4.3.1.2 HR Entrance Examinations: The successful candidate must satisfy all requirements on the HR entrance examination for the Laboratory Technician seniority unit.

4.3.1.3 Education:

4.3.1.3.1 The successful candidate must have earned a high school diploma or equivalent (General Education Development (GED) test for a high school diploma), plus an Industrial Process Technology Certificate from a local technical college that included a curriculum of core fundamentals such as math and chemistry.

4.3.1.3.2 Those candidates who have a high school diploma or equivalent, but have not completed an Industrial Process Technology Certificate from a local technical college may pass challenge exams in the Laboratory Technician Core Fundamentals Program to prove proficiency in basic mathematics and chemistry.

4.3.1.4 Essential Duties: Perform specific job functions/tasks identified in the HR Position Description for Laboratory Technicians.

4.3.2 Alternatives to Education and Experience Requirements

4.3.2.1 Alternatives to educational requirements shall be evaluated on a case-by-case basis, approved and documented by Human Resources.

## 5.0 INITIAL TRAINING

The initial position specific training process begins only after completion of entry requirements as described in Section 4 of this Training Plan. AQM shall be used to track the satisfactory completion of each portion of the program.

Initial training applies when a laboratory technician is required to perform new tasks (i.e. existing task not previously performed by the laboratory technician, new task resulting from new equipment, etc.).

Laboratory Technicians who have adequately demonstrated the ability to perform tasks per the approved instructional material may be granted an exception from the training per WSRC Manual 4B.

## 5.1 Introduction

- 5.1.1 The goal of initial training is to provide performance-based training to ensure Laboratory Technicians possess the knowledge and skills necessary to perform assigned responsibilities in an efficient, cost effective manner, thereby promoting safe and reliable operations.
- 5.1.2 The results of a Job/Task Analysis (JTA), conducted in accordance with the requirements of WSRC Manual 4B by a trained and qualified Instructional Technologist are:
  - 5.1.3.1 An approved Task List for each workgroup indicating the Training Decision
  - 5.1.3.2 Task-to-Training Matrices which identify the source of training for each identified task
- 5.1.3 New tasks identified will require a JTA to determine the need for training. The Task-to-Training Matrix will be modified as needed.
- 5.1.4 JTA records and Task-To-Training Matrices for the laboratory technician training program shall be maintained in the SRTC Program Records files controlled by SRTC Support Services.
- 5.1.5 Personnel who are not trained shall not independently make decisions or take actions that could affect facility safety. However, untrained personnel may perform specific tasks or job assignments under the direct supervision of a trained person.
- 5.1.5 Authorization to independently perform assigned task(s) is granted only after assuring that all requirements, (including training and examinations, as required), and/or other specified requirements (e.g., medical examination), have been satisfactorily completed.
- 5.1.6 Persons who believe that they have knowledge or skills equivalent to that which is addressed by the training may challenge the requirement to attend individual portions of the training program. Exceptions to training are permissible and shall be administered in accordance with WSRC Manual 4B.

5.1.7 Line Management and the Division Training Manager may approve requests for exception from training for Laboratory Technicians by following the requirements in WSRC Manual 4B.

5.1.8 An extension of training may be granted to persons on a case-by-case basis to support operational and schedule commitments, according to extension criteria established in WSRC Manual 4B.

## **5.2 Initial Training Program Content**

5.2.1 The initial training program includes required Site-Level, Regulatory, Facility Specific, and Position Specific training requirements.

### **5.2.2 Site-Level Training**

5.2.2.1 Laboratory Technicians shall complete Core Fundamentals for Laboratory Technicians Training provided by the Site Training Organization as described in SRS SF000000, Core Fundamentals Training Plan.

5.2.2.2 Additional site-level training shall be determined by line management based upon current job assignment.

### **5.2.3 Regulatory Training**

5.2.3.1 Required Regulatory training shall be determined by line management, federal regulations and job assignment.

5.2.3.2 Required Regulatory training shall be completed prior to performance of applicable job-specific tasks.

### **5.2.4 Facility/Position Specific Training**

5.2.4.1 Facility specific training is provided to Laboratory Technicians to ensure knowledge of facility specific processes.

5.2.4.2 Position specific training is provided to Laboratory Technicians to ensure knowledge and skills in specified tasks.

5.2.4.3 Facility/position specific training may be accomplished through completion of classroom training, On-The-Job Training/ Job Performance Measure (OJT/JPM), Job Performance Evaluations (JPE), Practical Factors (Prac Facs), Read & Sign, web-based training or any other training setting identified in WSRC Manual 4B.

5.2.4.4 Facility/position specific training will vary by facility or position assignment.

## **6.0 EXAMINATION REQUIREMENTS**

### **6.1 Written and Oral Examinations and Performance Evaluations**

Examinations developed for this training program shall be prepared and administered in accordance with the requirements described in WSRC Manual 4B.

### **6.2 Consequence of Examination Failure**

Unsatisfactory performance on examinations/evaluations, subsequent remediation, academic review boards, and any re-examination will be documented as described in WSRC Manual 4B. In the event of examination failure, the technician will not be allowed to independently perform the task.

## **7.0 CONTINUING TRAINING**

### **7.1 Program**

7.1.1 Continuing training maintains and enhances the knowledge and skills of the Laboratory Technician. Evidence of participation in job specific continuing training is the continued satisfactory performance of assigned duties, which may be documented, in the Personal Assessment and Development Process (PADP).

7.1.2 Continuing training also consist of continued regulatory compliance training, e.g., Consolidated Annual Training (CAT), Radiation Worker Annual Training, HAZWOPER, etc. The frequency of this continuing training is determined by regulations and shall be taken within the required frequency cycle.

- 7.1.3 A task identified as Train Over (TO) in the JTA for a specific laboratory is also part of continuing training. The frequency of this continuing training is determined by the JTA.
- 7.1.4 Continuing training may be needed when there is an actual or potential weakness in the performance of an individual Laboratory Technician or within a group of Laboratory Technicians. The appropriate manager will determine the extent of the continuing training needed.
- 7.1.5 Continuing training is also a method for quickly updating personnel on changes to facility procedures, modifications to facility processes, and recent industry or in-house operating experiences.
- 7.1.6 The method of documenting continuing training is determined by the material being covered, i.e., regulatory and refresher training will be documented in TRAIN, procedure revision or lessons learned will be documented through the read & sign process, etc.

## **8.0 RECORD REQUIREMENTS AND TRACKING**

### **8.1 Record Requirements**

- 8.1.1 Records of an individual's participation and performance in, or exception(s) granted from, the training program(s) shall be maintained according to WSRC Manual 4B. SRTC Training will maintain SRTC program records; Site Training Records will maintain individual training history records.

### **8.2 Tracking**

- 8.2.1 Tracking of completed and needed training within SRTC is accomplished by the section specific AQM which is maintained by the appropriate Training Coordinator.
- 8.2.2 30-60-90 day reports will be generated by the Training Coordinator and provided to section management to ensure that personnel have been trained to adequately perform the assigned task.

## **9.0 REFERENCES**

- 9.1 *WSRC Manual 4B Training and Qualification Program Manual*
- 9.2 *WSRC Human Resources Position Descriptions*