

#### KAISER PERMANENTE MEDICAL CENTER - SAN FRANCISCO LABORATORY

2425 Geary Blvd. San Francisco, CA 94115

BB COMPETENCY ASSESSMENT SUMMARY - Testing Personnel Ye

Year:

#### NAME:

Check one box:

KP Job Title:

Other (Specify)

CLIA Job Title: 
□ TP 
□ TS 
□ TC 
□ GS

New Employee

Annual

□ Semi-annual

SHIFT: 
□ AM 
□ PM 
□ NOC

NOTE: YES means competency is "MET", NO means competency is "NOT MET", N/A means "NOT APPLICABLE"

| Method of Assessment*  | ABORh<br>Tube | AB SCN<br>Gel                          | AB SCN<br>Tube            | DAT<br>Tube                      | XM IS         | XM EXT        | PHENOTYPE     | Vision                           | EXM                    | ABID                             |  |
|--|---------------|--|---------------------------|----------------------------------|---------------|---------------|---------------|----------------------------------|------------------------|----------------------------------|--|
| 1. Direct obervation of routine<br>patient test performance,<br>including specimen handling,<br>processing and testing.  | □ YES<br>□ NO | □ YES<br>□ NO                          | □ YES<br>□ NO             | □ YES<br>□ NO                    | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO                    | □ YES<br>□ NO          | N/A                              |  |
| <ol> <li>Monitoring of recording and<br/>reporting of test results.</li> </ol>   | □ YES<br>□ NO | □ YES<br>□ NO                          | □ YES<br>□ NO             | □ YES<br>□ NO                    | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO                    | □ YES<br>□ NO          | □ YES<br>□ NO                    |  |
| 3. Review of intermediate test<br>results or worksheets, quality<br>control records, proficiency<br>testing results, and preventative<br>maintenance records.  | □ YES<br>□ NO | □ YES<br>□ NO                          | □ YES<br>□ NO             | □ YES<br>□ NO                    | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO                    | □ YES<br>□ NO          | □ YES<br>□ NO                    |  |
| 4. Direct observation of<br>performance of instrument<br>maintenance and function<br>checks.   | N/A           | N/A                                    | N/A                       | N/A                              | N/A           | N/A           | N/A           | □ YES<br>□ NO                    | N/A                    | N/A                              |  |
| 5. Assessment of test<br>performance through testing<br>previously analyzed specimens,<br>internal blind testing samples or<br>external proficiency testing<br>samples.  | □ YES<br>□ NO | □ YES<br>□ NO                          | □ YES<br>□ NO             | □ YES<br>□ NO                    | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO                    | □ YES<br>□ NO<br>□ N/A | □ YES<br>□ NO                    |  |
| <ol> <li>Assessment of problem<br/>solving skills.</li> </ol>  | □ YES<br>□ NO | <ul><li>YES</li><li>NO</li></ul>       | □ YES<br>□ NO             | <ul><li>YES</li><li>NO</li></ul> | □ YES<br>□ NO | □ YES<br>□ NO | □ YES<br>□ NO | <ul><li>YES</li><li>NO</li></ul> | □ YES<br>□ NO          | <ul><li>YES</li><li>NO</li></ul> |  |
| *Use N/A when a Metho<br>Section: I<br>• No Remedial Action Requi<br>Section: II<br>Skip this section if <u>no</u> remedial<br>action as indicated in Section: I.  | red. Super    | visor:<br>al Action Re<br>Verification |                           |                                  |               |               |               | Date:                            | nstrument fo           |                                  |  |
| Section: III<br>Employee's Signature:  | □ I have re   |  | e procedure<br>s competen | •                                |               | as applical   | ble.          | Date:                            |                        |                                  |  |
| Section: IV - After review of training and competency records, I conclude that the above named employee is competent to perform test procedures promptly, accurately, and proficiently within the scope of the test systems listed in this document unless otherwise noted. Assessment performed by: |               |  |                           |                                  |               |               |               |                                  |                        |                                  |  |
| 1-sql/AppData\Local/Temp\BCL Technologies\easy   |               |  |                           | Supervisor                       |               |               |               |                                  |                        |                                  |  |

# KFH San Francisco Laboratory - BB Competency Evaluation BB = Blood Bank (Transfusion Service)

| 1. D | 1. Direct Observation of Daily Reagent QC SFOWI |  |  |  |  |
|------|---|--|--|--|--|
| Υ    | Ν   | Critical Procedural Points   |  |  |  |
|      |   | Know how and when to perform QC per SOP.                               |  |  |  |
|      |   | Know to ensure reagents in use are the same lot# and not expired.      |  |  |  |
|      |   | Know when to change to a new lot of reagent.                           |  |  |  |
|      |   | Know how to troubleshoot unacceptable QC results and document per SOP. |  |  |  |
|      |   | Know not to release patient results before resolving unacceptable QC.  |  |  |  |
|      |   | e Report: Competency Met Competency NOT Met Observed by: Date: Date:   |  |  |  |
| Reme | edial A   | ction Completed onDateDate   |  |  |  |

| 2. D  | 2. Direct Observation of Specimen and Requisition Acceptance SFOWI |   |  |  |  |
|---|--|---|--|--|--|
| Y   | Ν  | Critical Procedural Points  |  |  |  |
|   |  | Know specimen labeling requirements.  |  |  |  |
|   |  | Know requisition requirements including recognition of the correct KPHC requisitions for TS vs TX vs Transfuse. |  |  |  |
|   |  | Know sample handling and sample expiration requirements.  |  |  |  |
|   |  | Know specimen and requisition rejection criteria.   |  |  |  |
|   |  | Know how to handle and document specimen/requisition problems.  |  |  |  |
|   |  | Know that KPHC Order details can only be used for Cord ABORh, DAT, and Double check.                            |  |  |  |
|   |  | Correctly perform Label check, History check (CIPs & CM), order or log-in specimen in CM.                       |  |  |  |
|   | $\square$  | Know when and how to flex a specimen e.g. PreOp 14D vs neonate protocol.  |  |  |  |
| Performance Report: Competency Met Competency NOT Met Observed by: Date:<br>Remedial Action Recommended<br>Remedial Action Completed onDate |  |   |  |  |  |

| 3. D | irect   | Observation of Specimen Handling  |
|------|---------|---|
| Υ    | Ν       | Critical Procedural Points  |
|      |         | Wear and use appropriate PPE.   |
|      |         | Dispose of used materials in appropriate containers.                    |
|      |         | Adhere to universal precautions, safety and infection control policies. |
|      |         | e Report: Competency Met Competency NOT Met Observed by: Date: Date:    |
| Reme | edial A | ction Completed onDate  |

| 4. Direct Observation of ABORH Tube Patient Testing SFOWI |   |   |  |  |  |  |
|---|---|---|--|--|--|--|
| Υ   | Ν | Critical Procedural Points  |  |  |  |  |
|   |   | Perform ABORh tube testing per SOP.                                   |  |  |  |  |
|   |   | Know how to recognize ABO discrepancy and which SOP to follow.        |  |  |  |  |
|   |   | ce Report: Competency Met Competency NOT Met Observed by: Date: Date: |  |  |  |  |
| Remedial Action Completed onDateTrainerDate               |   |   |  |  |  |  |

DO Part 1 Page 3 of 19 CLS Name:\_

Year

KFH San Francisco Laboratory - BB Annual Competency Evaluation BB = Blood Bank (Transfusion Service)

|   |  | DD – Diood Dank (Transidsion Service)   |  |  |  |  |  |
|---|--|---|--|--|--|--|--|
| 5. Direct Observation of AB SCN Gel Patient Testing SFOWI |  |   |  |  |  |  |  |
| Υ   | Ν  | Critical Procedural Points  |  |  |  |  |  |
|   |  | Perform Gel ABSC testing per SOP.   |  |  |  |  |  |
|   |  | Know how to recognize discrepant results and positive reactions, and the follow up actions. SFOWI |  |  |  |  |  |
|   | Performance Report: Competency Met Competency NOT Met Observed by: Date: Date: |   |  |  |  |  |  |
| Remedial Action Completed onDateTrainerDate               |  |   |  |  |  |  |  |

| 6. Direc | t Observat                    | ion AB SCN Tube          | Patient Testing SFO           | WI                       |              |  |
|----------|-------------------------------|--------------------------|-------------------------------|--------------------------|--------------|--|
|          | Perform Tub                   | be ABSC testing per SO   | P. SFOWI                      |                          |              |  |
|          | Know how to                   | o recognize discrepant r | results and positive reactior | ns, and the follow up ac | tions. SFOWI |  |
|          | nce Report:<br>I Action Recom |                          | Competency NOT Met            | Observed by:             | Date:        |  |
| Remedial | Action Comple                 | eted on                  |                               | Trainer                  | Date         |  |

| 7. Direct Observation of DAT Tube Patient Testing SFOWI |         |   |  |  |
|---|---------|---|--|--|
| Υ   | Ν       | Critical Procedural Points  |  |  |
|   |         | Perform Tube DAT testing per SOP.   |  |  |
|   |         | Know how to recognize invalid results and positive reactions, and the follow up actions.            |  |  |
|   |         | Know when to call positive DAT as critical results to licensed personnel and how to document. SFOWI |  |  |
|   |         | ce Report: Competency Met Competency NOT Met Observed by: Date: Date:                               |  |  |
| Reme  | edial A | ction Completed onDate  |  |  |

| 8. D  | irect | Observation of XM IS Patient Testing SFOWI  |  |  |  |
|---|-------|---|--|--|--|
| Υ   | Ν     | Critical Procedural Points  |  |  |  |
|   |       | Know the criteria for XMIS and when to perform XMIS per SOP.                                |  |  |  |
|   |       | Perform XMIS testing per SOP.   |  |  |  |
|   |       | Know how to recognize discrepant results and positive reactions, and the follow up actions. |  |  |  |
|   |       | ce Report: Competency Met Competency NOT Met Observed by: Date: Date:                       |  |  |  |
| Remedial Action Completed onDateTrainerDate |       |   |  |  |  |

| 9. Direct Observation of XM EXT Patient Testing SFOWI |         |   |  |  |
|---|---------|---|--|--|
| Υ   | Ν       | Critical Procedural Points  |  |  |
|   |         | Know the criteria for XMEXT per SOP.  |  |  |
|   |         | Know the appropriate XMEXT methodology to use.  |  |  |
|   |         | Perform XMEXT testing per SOP.  |  |  |
|   |         | Know how to recognize discrepant results and positive reactions, and the follow up actions. |  |  |
|   |         | e Report: Competency Met Competency NOT Met Observed by: Date: Date:                        |  |  |
| Reme  | edial A | ction Completed onDate  |  |  |

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# KFH San Francisco Laboratory - BB Annual Competency Evaluation BB = Blood Bank (Transfusion Service)

| 10. Direct Observation of Phenotyping SFOWI |         |   |  |  |
|---|---------|---|--|--|
| Υ   | Ν       | Critical Procedural Points  |  |  |
|   |         | Know the criteria for phenotyping per SOP.  |  |  |
|   |         | Know which manufacturer's instructions to follow.   |  |  |
|   |         | Perform phenotyping per SOP.  |  |  |
|   |         | Know how to recognize discrepant results and positive reactions, and the follow up actions. |  |  |
|   |         | e Report: Competency Met Competency NOT Met Observed by: Date:<br>ction Recommended         |  |  |
| Reme  | edial A | ction Completed onDate  |  |  |

| 11. <b>[</b> | 11. Direct Observation of Vision Patient Testing and QC & Maintenance SFOWI    |  |  |  |  |  |
|--------------|--|--|--|--|--|--|
| Υ            | Ν  | Critical Procedural Points   |  |  |  |  |
|              |  | Know how and when to perform QC per SOP. SFOWI   |  |  |  |  |
|              |  | Know to ensure reagents in use are the same lot# and not expired.  |  |  |  |  |
|              |  | Know when to change to new lots of reagents and gel cards.   |  |  |  |  |
|              |  | Know when to change to a new set of red cell reagents (0.8% Affirmagen and 0.8% Surgiscreen).                  |  |  |  |  |
|              | Ē  | Know when to change to a new set of AlbaQ-Chek.  |  |  |  |  |
|              |  | Know when to change to a new lot of AlbaQ-Chek and how to enter the new lot into Vision QC Profiles.           |  |  |  |  |
|              |  | Know how and where to document QC reagents and performance.  |  |  |  |  |
|              |  | Know how to troubleshoot unacceptable QC results and document per SOP.   |  |  |  |  |
|              |  | Know not to release patient results before resolving unacceptable QC.  |  |  |  |  |
|              |  | Know the frequency and procedure for required maintenance. SFOWI   |  |  |  |  |
|              |  | Know the instrument limitations e.g.hemolyzed, lipemic, clotted samples.                                       |  |  |  |  |
|              |  | Know how to load sample and resources correctly.   |  |  |  |  |
|              |  | Know how to order non-interfaced tests i.e. XM IAT, Panels, Selected cell panel, Rh Phen, in Vision correctly. |  |  |  |  |
|              |  | Know how to manage STAT order.   |  |  |  |  |
|              | Ē  | Know how to review, reject or accept and transmit results to LIS.  |  |  |  |  |
|              | Ē  | Know how to perform instrument troubleshooting when necessary.   |  |  |  |  |
|              |  | Know how to dispose of used materials appropriately.   |  |  |  |  |
|              |  | Adhere to universal precautions, safety and infection control policies.  |  |  |  |  |
|              | Performance Report: Competency Met Competency NOT Met Observed by: Date: Date: |  |  |  |  |  |
|              |  | Action Recommended   |  |  |  |  |
| Reme         | dial A   | Action Completed onDateDate  |  |  |  |  |
|              |  |  |  |  |  |  |

| 12. E | 12. Direct Observation of EXM (Electronic Crossmatch) Patient Testing SFOWI                             |  |  |  |  |  |  |  |  |  |  |
|-------|---|--|--|--|--|--|--|--|--|--|--|
| Y     | Ν   | Critical Procedural Points   |  |  |  |  |  |  |  |  |  |
|       |   | Know the criteria for Electronic Crossmatch per SOP and that it cannot be performed during RILIS downtime. |  |  |  |  |  |  |  |  |  |
|       |   | Understand that Type and Screen done outside SFO lab will not disable EXM.                                 |  |  |  |  |  |  |  |  |  |
|       |   | Understand RILIS does not have 100% safeguard in determining EXM eligibility.                              |  |  |  |  |  |  |  |  |  |
|       |   | Understand that blood bank comment have to be reviewed when determining EXM eligibility.                   |  |  |  |  |  |  |  |  |  |
|       |   | Understand that weak backtype not resolved does not qualify for EXM.                                       |  |  |  |  |  |  |  |  |  |
|       |   | Perform EXM per SOP.   |  |  |  |  |  |  |  |  |  |
| Reme  | Performance Report: Competency Met Competency NOT Met Observed by: Date:<br>Remedial Action Recommended |  |  |  |  |  |  |  |  |  |  |
| Reme  | Remedial Action Completed onDateTrainerDate   |  |  |  |  |  |  |  |  |  |  |

BB = Blood Bank (Transfusion Service or Immunohematology)

| 13. I | 13. Direct Observation of Blood Dispense SFOWI   |   |  |  |  |  |  |  |  |  |  |
|-------|--|---|--|--|--|--|--|--|--|--|--|
| Y     | Ν  | Critical Procedural Points  |  |  |  |  |  |  |  |  |  |
|       |  | Know the criteria to be fulfilled for each blood product before it can be dispensed e.g. RBCs vs Plasma vs Cryo vs Platelet |  |  |  |  |  |  |  |  |  |
|       |  | Know the correct KPHC blood product pick-up forms e.g. "Transfuse", BB Communication, RN Attestation with NUID              |  |  |  |  |  |  |  |  |  |
|       |  | Dispense blood product correctly per SOP.   |  |  |  |  |  |  |  |  |  |
|       |  | Verify DBCK, local current TS, special needs (on pick-up and LIS) and any BB comments.                                      |  |  |  |  |  |  |  |  |  |
|       |  | Cross check between pick up form, computer, chart copy, unit tag, and unit label. Verify container#.                        |  |  |  |  |  |  |  |  |  |
|       |  | Visually inspect unit and document on product chart copy and in LIS.  |  |  |  |  |  |  |  |  |  |
|       |  | Verify dispensed status of unit(s).   |  |  |  |  |  |  |  |  |  |
|       |  | File paperwork in correct designated slots.   |  |  |  |  |  |  |  |  |  |
|       |  | Knows that product not in monitored storage can be returned to inventory within 30 minutes if temperature is <10C.          |  |  |  |  |  |  |  |  |  |
| Reme  | Performance Report: Competency Met Competency NOT Met Observed by: Date:<br>Remedial Action Recommended<br>Remedial Action Completed on Trainer Date |   |  |  |  |  |  |  |  |  |  |

| 14. I | 14. Direct Observation of Emergency Release SFOWI  |  |  |  |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|--|--|--|--|
| Υ     | Ν  | Critical Procedural Points   |  |  |  |  |  |  |  |  |
|       |  | Know the appropriate ABORh for RBCs and Thawed Plasma to emergency dispense.                                     |  |  |  |  |  |  |  |  |
|       |  | Know to timestamp the emergency release form and all requisitions upon receipt.                                  |  |  |  |  |  |  |  |  |
|       |  | Understand that provider ID and signature can be obtained before or after the release of the blood products.     |  |  |  |  |  |  |  |  |
|       |  | Know the acceptable forms of pick-ups.   |  |  |  |  |  |  |  |  |
|       |  | Perform emergency dispense within 5 minutes and knows the appropriate LIS icon to use in what situation per SOP. |  |  |  |  |  |  |  |  |
|       |  | Know to initiate manual type and screen STAT - do NOT wait for a signed requisition.                             |  |  |  |  |  |  |  |  |
|       |  | Know to initiate simultaneous ProVue crossmatch of dispensed and additional RBC units.                           |  |  |  |  |  |  |  |  |
|       |  | Know the critical results for Emergency Dispense.  |  |  |  |  |  |  |  |  |
| Reme  | Performance Report: Competency Met Competency NOT Met Observed by: Date: Date:<br>Remedial Action Recommended<br>Remedial Action Completed on Date |  |  |  |  |  |  |  |  |  |

| 15. I | 15. Direct Observation of Downtime Patient History File SFOWI   |   |  |  |  |  |  |  |  |  |  |
|-------|---|---|--|--|--|--|--|--|--|--|--|
| Υ     | Ν   | Critical Procedural Points  |  |  |  |  |  |  |  |  |  |
|       | Know the location of the Blood Bank Downtime Recovery PC (BBDRC).   |   |  |  |  |  |  |  |  |  |  |
|       |   | Perform patient history inquiry using the Downtime Patient History File. Attach print screen. |  |  |  |  |  |  |  |  |  |
|       |   | Know the location of SFOWI-0140 Computer Downtime SOP.  |  |  |  |  |  |  |  |  |  |
|       |   | Read SFOWI-0140 Computer Downtime SOP.  |  |  |  |  |  |  |  |  |  |
|       |   | Know the location of the Blood Bank Downtime Binder.  |  |  |  |  |  |  |  |  |  |
|       |   | Know the location of the Downtime File Box.   |  |  |  |  |  |  |  |  |  |
| Reme  | Performance Report: Competency Met Competency NOT Met Observed by: Date: Date:<br>Remedial Action Recommended<br>Remedial Action Completed onDate |   |  |  |  |  |  |  |  |  |  |
|       |   |   |  |  |  |  |  |  |  |  |  |

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#### 

KAISER PERMANENTE Documentation of Competency - Records Reviewed (This is required when printed copies of particular work records are not provided)

| NAME:             |  |        |  |  | KP Job Title:  | CLIA                     | A Job Title:                                | S      |
|-------------------|--|--------|--|--|----------------|--------------------------|---|--------|
| Check one box:    |  |        |  |  |                |                          |   |        |
| New Employee      | □ Semi-annual  |        |  |  | ther (Specify) | <u></u> 1                | SHIFT: AM PM NOC                            |        |
| TEST SYSTEM       | are acceptable: Circle one: "Y"= Yes<br>2. Monitoring of recording and<br>reporting of test results. |        | <ul> <li>S, "N" = NO, "N/A" = NOT Applical</li> <li>3. Review of: * <ul> <li>Intermediate test results or</li> <li>worksheets, or</li> <li>Quality control records, or</li> <li>Proficiency testing results, or</li> <li>Preventative maintenance</li> </ul> </li> </ul> | Direct Observations (Metho<br>5. Assessment of test performathrough testing *<br>- Previously analyzed specime<br>or<br>- Internal blind testing samples<br>- External proficiency testing | ance<br>ns,    | 6 Problem Solving Skills |   |        |
|                   |  |        | records.   |  | samples.       |                          | written, oral, or electronic questionnaire. |        |
| A. ABORh Tube     |  | Y<br>N |  | YN   |                | Y<br>N                   |   | Y<br>N |
| B. AB SCN Gel     |  | Y<br>N |  | Y<br>N   |                | Y<br>N                   |   | Y<br>N |
| C. AB SCN Tube    |  | Y<br>N |  | Y<br>N   |                | Y<br>N                   |   | Y<br>N |
| D. DAT Tube       |  | Y<br>N |  | Y<br>N   |                | Y<br>N                   |   | Y<br>N |
| E. XM IS          |  | Y<br>N |  | Y<br>N   |                | Y<br>N                   |   | Y<br>N |
| Remedial Action R | ort:Competency Met  <br>Recommended:<br>Completed on:  |        | · · · ·  |  | by:            |                          | Date:<br>Date                               |        |

\* For sections 3, 5, and 6 in the columns, select 1 or more of the review and assessment examples provided.



## KAISER PERMANENTE MEDICAL CENTER - SAN FRANCISCO LABORATORY 2425 Geary Blvd. San Francisco, CA 94115 YEAR: COMPETENCY ASSESSMENT - Testing Personnel

KAISER PERMANENTE: Documentation of Competency - Records Reviewed (This is required when printed copies of particular work records are not provided)

| NAME:                                  |                               |        |  |        | KP Job Title:   | CLIA   | A Job Title:  | S      |
|--|-------------------------------|--------|--|--------|---|--------|---|--------|
| Check one box:                         | Semi-annual                   |        | □ Annual   | ¬ 0    | ther (Specify)  |        | SHIFT:  AM  PM  NOC   |        |
|  |                               |        | es, "N"=No, "N/A"=Not Applicat   |        |   |        |   |        |
| TEST SYSTEM                            | 2 Monitoring of recording and |        | g and<br>g and<br>G and<br>3. Review of: *<br>- Intermediate test results or<br>worksheets, or<br>- Quality control records, or<br>- Proficiency testing results, or<br>- Preventative maintenance<br>records. |        | <ul> <li>5. Assessment of test performanc<br/>through testing *</li> <li>Previously analyzed specimens,<br/>or</li> <li>Internal blind testing samples, o</li> <li>External proficiency testing<br/>samples.</li> </ul> |        | <ul> <li>6. Problem Solving Skills<br/>Assessment * <ul> <li>Review of documentation on<br/>trouble-shooting actions were<br/>appropriate, or</li> <li>Acceptable performance on<br/>written, oral, or electronic<br/>questionnaire.</li> </ul> </li> </ul> |        |
| F. XM EXT                              |                               | Y<br>N |  | Y<br>N |   | Y<br>N |   | Y<br>N |
| G. PHENOTYPE                           |                               | Y<br>N |  | Y<br>N |   | Y<br>N |   | Y<br>N |
| H. VISION                              |                               | Y<br>N |  | Y<br>N |   | Y<br>N |   | Y<br>N |
| I. EXM                                 |                               | Y<br>N |  | Y<br>N |   | Y<br>N |   | Y<br>N |
| J. ABID                                |                               | Y<br>N |  | Y<br>N |   | Y<br>N |   | Y<br>N |
|  | ort:Competency Met            |        |  | wed    | by:   |        | Date:   |        |
| Remedial Action R<br>Remedial Action C | Recommended:<br>Completed on: |        |  | _ Tra  | ainer:  |        | Date  |        |

\* For sections 3, 5, and 6 in the columns, select 1 or more of the review and assessment examples provided.

#### **BB Direct Observation Schedule**

| Jan                  | Feb       | Mar       | Apr    | May      | Jun                | July         |
|----------------------|-----------|-----------|--------|----------|--------------------|--------------|
|                      |           |           |        |          |                    |              |
| Specimen & Req       | ABSC Tube | XMIS      | ProVue | Dispense | Emergency Dispense | Downtime PHF |
| Universal Precaution | DAT Tube  | XMEXT     | EXM    |          |                    |              |
| ABORh tube           |           | Phenotype |        |          |                    |              |
| ABSC Gel             |           |           |        |          |                    |              |
|                      |           |           |        |          |                    |              |
|                      |           |           |        |          |                    |              |
|                      |           |           |        |          |                    |              |
|                      |           |           |        |          |                    |              |

| Aug        | Sep                             | Oct                 | Nov | Dec |
|------------|---------------------------------|---------------------|-----|-----|
|            |                                 |                     |     |     |
| Reagent QC | Annual BB Written<br>Competency | cGMP competency     |     |     |
|            |                                 | Downtime competency |     |     |
|            |                                 |                     |     |     |
|            |                                 |                     |     |     |
|            |                                 |                     |     |     |
|            |                                 |                     |     |     |
|            |                                 |                     |     |     |
|            |                                 |                     |     |     |

### **Instructions for Direct Observation of BB Competency Assessment**

### **Observer:**

- 1. Make sure CLS wears appropriate PPE and adheres to universal precautions.
- 2. Open the applicable SOP(s) and observe that the CLS is performing test/task according to SOP.

### 3. Test Observation:

- a. Make sure CLS identifies the sample and matches sample and requisition ID.
- b. Make sure that CLS labels test tubes appropriately.
- c. Make sure CLS uses correct pipetting techniques and dispenses the correct volumes.
- d. Make sure that CLS reads test (grades reaction strength according to SOP) and record results concurrently.
- e. Make sure that CLS checks incubator temperature before using.
- f. Make sure that CLS checks reagent expiration date before using.
- g. Make sure that CLS enters results and applicable comments/template correctly in CM.
- h. Make sure that CLS interprets manual results correctly.
- i. Make sure that CLS calls and documents read back correctly in CM for critical results.
- j. Make sure that CLS matches and attaches crossmatch tags correctly to the units e.g. correct container#.

### 4. Task Observation:

a. Make sure that CLS identifies sample, paperwork and units.

## **EXAMPLES OF REQUIRED DOCUMENTATION FOR EVIDENCE OF BLOOD BANK COMPETENCY**



#### KAISER PERMANENTE MEDICAL CENTER - SAN FRANCISCO LABORATORY 2425 Geary Blvd. San Francisco, CA 94115 BB COMPETENCY ASSESSMENT - Testing Personnel

MSER PENMANENTE Documentation of Competency - Records Reviewed (This is required when printed copies of particular work records are not provided) Records reviewed are acceptable: Circle one: "Y"= Yes, "N"= No. Direct Observations (Methods 1 and 4 on Separate Pages)

| TEST SYSTEM    | <b>TEST SYSTEM</b> 2. Monitoring of recording and reporting of test results. |        | 3. Review of: *<br>- Intermediate test results or<br>worksheets, or<br>- Quality control records, or<br>- Proficiency testing results, or<br>- Preventative maintenance reco | <ul> <li>5. Assessment of test performant through testing *</li> <li>Previously analyzed specimen</li> <li>Internal blind testing samples,</li> <li>External proficiency testing samples</li> </ul> | <ul> <li>6. Problem Solving Skills</li> <li>Assessment * <ul> <li>Review of documentation on</li> <li>trouble-shooting actions were</li> <li>appropriate, or</li> <li>Acceptable performance on written,</li> <li>oral, or electronic questionnaire.</li> </ul> </li> </ul> |        |  |        |
|----------------|--|--------|--|---|---|--------|--|--------|
| A. ABORh Tube  | Write Acc# (include year)  | Y<br>N | Self-Check/RISE/TMCA<br>or QC Records  | Y N   | Self-Check/RISE/TMCA  | Y<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |
| B. AB SCN Gel  | Write Acc# (include year)  | Y<br>N | Self-Check/RISE/TMCA<br>or QC Records  | Y<br>N  | Self-Check/RISE/TMCA  | Y<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |
| C. AB SCN Tube | Write Acc# (include year)  | Y<br>N | Self-Check/RISE/TMCA<br>or QC Records  | Y<br>N  | Self-Check/RISE/TMCA  | Y<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |
| D. DAT Tube    | Write Acc# (include year)  | Y<br>N | CAP PT/TMCAD or<br>Previously Analyzed   | Y<br>N  | CAP PT/TMCAD or<br>Previously Analyzed  | Y<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |
| E. XM IS       | Write Acc# (include year)  | Y<br>N | CAP PT or Self-<br>Check/RISE/TMCA   | Y<br>N  | CAP PT or Self-<br>Check/RISE/TMCA  | Y<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |

For CAT PT = Survey year, series and assigned sample ID e.g. 2016 JAT-01

For Self-Check/RISE/TMCA/TMCAD = Self-Check/RISE/TMCA/TMCAD Lot# (Note: Submit WKUP as soon as completed for review; WKUP will be returned after review) For QC/Maint Records = QC date and copy of record

### **EXAMPLES OF REQUIRED DOCUMENTATION FOR EVIDENCE OF BLOOD BANK COMPETENCY**



#### KAISER PERMANENTE MEDICAL CENTER - SAN FRANCISCO LABORATORY 2425 Geary Blvd. San Francisco, CA 94115 COMPETENCY ASSESSMENT - Testing Personnel

KAISER PERMANENTE: Documentation of Competency - Records Reviewed (This is required when printed copies of particular work records are not provided) Records reviewed are acceptable: Circle one - "Y"= Yes, "N"=No, "N/A"=Not Applicable

| TEST SYSTEM  | <b>TEST SYSTEM</b> 2. Monitoring of recording and reporting of test results. |        | 3. Review of: *<br>- Intermediate test results or<br>worksheets, or<br>- Quality control records, or<br>- Proficiency testing results, or<br>- Preventative maintenance reco | 5. Assessment of test performan<br>through testing *<br>- Previously analyzed specimen<br>- Internal blind testing samples,<br>- External proficiency testing sa | <ul> <li>6. Problem Solving Skills</li> <li>Assessment * <ul> <li>Review of documentation on</li> <li>trouble-shooting actions were</li> <li>appropriate, or</li> <li>Acceptable performance on written,</li> <li>oral, or electronic questionnaire.</li> </ul> </li> </ul> |        |  |        |
|--------------|--|--------|--|--|---|--------|--|--------|
| F. XM EXT    | Write Acc# (include year)  | Y<br>N | CAP PT or Self-<br>Check/RISE/TMCA   | Y<br>N   | CAP PT or Self-<br>Check/RISE/TMCA  | Y<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |
| G. PHENOTYPE | Write Acc# (include year)  | Y<br>N | CAP PT or Self-<br>Check/RISE/TMCA or QC<br>Records  |  | CAP PT or Self-<br>Check/RISE/TMCA  | Y<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |
| H. VISION    | Write Acc# (include year)  | Y<br>N | Vision Printout or CAP PT<br>or QC/Maint Records or<br>Previously Analyzed   | Y<br>N   | CAP PT or Previously<br>Analyzed  | I<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |
| I. EXM       | Write Acc# (include year)  | Y<br>N | CAP PT or Previously<br>Analyzed   | Y<br>N   | CAP PT or Previously<br>Analyzed  | I<br>N | i) Annual BB Written Competency<br>or ii) Other CE e.g. Medtraining or<br>iii) Documentation of trouble<br>shooting action e.g. ABO<br>discrepancy, ProVue NRD, QC<br>failures | Y<br>N |
| J. ABID      | Write Acc# (include year)  | Y<br>N | CAP PT or Self-<br>Check/RISE/TMCA   | Y<br>N   | CAP PT or Self-<br>Check/RISE/TMCA  | Y<br>N | Same as above  | Y<br>N |

For CAT PT = Survey year, series and assigned sample ID e.g. 2016 JAT-01

For Self-Check/RISE/TMCA = Self-Check/RISE/TMCA Lot# (Note: Submit WKUP as soon as completed for review; WKUP will be returned after review) For QC/Maint Records = QC date and copy of record Select a patient who qualifies for EXM.

Select a compatible PRBC for EXM.

Perform EXM but do not verify. Open EXM Eligibility icon. Print Screen and paste on to Wordpad. Print landscape.

Highlight the line with the unit and click X on toolbar to delete the unit from Result Entry to prevent locking it.

| 😵 PathNet BB Transfusi  | on: Result Entry               |   |                    | 1 Sugar    |        |               |                 |             |         |
|---|--------------------------------|---|--------------------|------------|--------|---------------|-----------------|-------------|---------|
| Task Edit View Alerts Hal   | P-14-                          | Sector Contra                                   |                    |            |        | ALL CARES     |                 | 1-1-1       |         |
| 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1                                       | × DAC Ha                       | 9 .ii. 9 🔳 🕾                                    | Ē.                 |            |        |               |                 |             | Sec. 1  |
| Demographics<br>WEISSMAN, MARTIN<br>5621163<br>no alternate id<br>4/24/1939 | 74 years                       | SFD-1NA /<br>unknown ph<br>Aortic valve<br>Male | 1102/B<br>Nysician | Whit       | e      | D             | POS             |             | Alerts  |
| intibodies:   |                                | Blood bank comments:                            |                    |            |        |               | Transfusion red | quirements: |         |
|   |                                |   |                    |            |        | <u></u>       | 1               |             |         |
| 1 - Crossmatch  | TRANSPORT STREET               |   |                    |            |        |               |                 |             |         |
| Number  | Procedure                      | ID  | AB0/Rh             | Comment    | BB ID  | # of Units    | Computer        |             |         |
| 1 31-13-353-10382<br>2  | Xmatch FLX WEIS                | 5MAN, MARTIN<br>013363378                       | H 0 POS            |            | NA     | 1             | Computer XM     |             |         |
| 3   | THIN.                          | e19999919                                       | 11 0100            | -          |        |               | Comparei An     |             |         |
| 4   | F Computer Crossma             | tch Eligibility Deta                            | ails               |            |        |               |                 | ×           |         |
|   | Patient<br>WEISSMAN, MARTIN    | 562   | 1163               |            | 0      | POS           |                 |             |         |
|   | Computer Crossmatch Eligi      |   |                    |            |        |               |                 |             |         |
|   | Current ABO/Rh Determina       |   | 12/1               | 9/2013 4:4 | 5 PM   | 31-13-353-123 | 31-13-353-12377 |             |         |
|   | Second ABO/Rh Determine        |   |                    | 9/2013 6:1 |        | 31-13-353-103 |                 |             |         |
|   | Antibody Screen:               | Negative  | 12/1               | 9/2013 6:1 | 5 AM   | 31-13-353-103 | 182             | S. A.       |         |
|   | Most recent dispense/trans     | fusion since Current AB                         | 0/Rh determinal    |            |        |               |                 |             |         |
|   | None                           |   |                    | ŧ          | XMP    | reviously     | analyz          | red         |         |
|   | Most recent dispense/trans     | fusion since current and                        | tibody screen:     |            | Co de  |               | / -             |             |         |
|   | None                           |   |                    |            | sample |               |                 |             |         |
|   | Clinically significant antibod | ies: <u>Exception</u> d                         | fetails:           | 1.122      |        |               | and the second  |             |         |
|   |                                |   |                    |            |        |               |                 | -           |         |
| r<br>Test group: Crossmatch   |                                |   |                    |            |        |               |                 |             | Perform |

| Ready   | W821869 12/19/2013 |
|---|--------------------|
| the second se |                    |

SFO-FCD.0254: 3.3 (DRAFT Oct 17 2019 11:02AM) AF0041 BB Competency Assess SFO

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