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| Purpose | This procedure provides instructions forperforming annual competency assessment of CLS and MLTs using the online CAP (College of American Pathologist) Competency Assessment Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Scope | This procedure is intended for Clinical Laboratory Scientist (CLS), Medical Laboratory Technicians (MLT) and Area Laboratory ManagersRefer to ‘Competency Assessment’ LAMC-PPP-0750 for the frequency and scope of assessment. |

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| Requirements |

PC with Internet Access

 Internet browser using Internet Explorer 11 or Google Chrome

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| Procedure | ***For Clinical Laboratory Scientist (CLS), Medical Laboratory Technicians (MLT)*** |
| Step | Action |
| 1 | Go to www.cap.org |
| 2 | Log on to the CAP website |
| 3 | Under the “e-Lab Solutions Suite”, select and click on “Competency Assessment Program”  |
| 4 | Under “Student Access”, click on “Access Course”. This will link to your assignments.  |
| 5 | Click on the “Checklist’ button to access the competency checklist.    |
| 6 | Under the column, ‘Assignee Sign Off’, click on the appropriate subtask/competency element that you have completed for each “Task”. |
| 7 | Documentation must be submitted to your manager for each sign off. |
| 8 | All sign off boxes must be checked to be deemed fully competent in the discipline. |

 ***For Competency Assessors/Area Lab Managers***

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| Step | Action |
| 1 | Go to www.cap.org |
| 2 | Log on to the CAP website |
| 3 | Under the “e-Lab Solutions Suite”, select and click on “Competency Assessment Program”  |
| 3 | Under “Education Administrator Actions”, click on “Manage Users’ |
| 4 | Click on “View Users” |
| 5 | Select the CLS/MLT to be assessed by clicking on their “Course Assignments” |
| 6 | The course/s or checklist/s assigned will display. |
| 7 | Select the appropriate course/s or checklist/s by clicking on the “Action” dropdown. |
| 8 | Choose “View/Edit Checklist” from the dropdown. |
| 9 | The assessor will perform:* Direct Observation (DO)
* Direct Observation of Instruments (DOI)
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| 10 | The assessor will enter the completion date of the observations on the “Comment” section of subtask/element for “DO” and “DOI” (see example below). |
| 11 | If the requirements are satisfactory for these subtasks/elements, the assessor must click on Y button. If incomplete or unsatisfactory, the assessor must click on the N button and if not applicable, the assessor must click on N/A button.   |
| 12 | Click on  |
| 13 | Area Lab Manager will review the documentation for the following subtasks/elements:* Recording and Reporting (RR)
* Review of Intermediate Test Results (RTR)
* Assessment of blind samples/proficiency testing samples (PT)
* Evaluation of problem solving skills (PSS)
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| 14 | The Area Lab Manager will enter the completion date of the observations on the “Comment” section of subtask/element for “RR”, “RTR”, “PT” and “PSS”. (see example below). |
| 16 | If the requirements are satisfactory for these subtasks/elements, the Area Lab Manager must click on Y button. If incomplete or unsatisfactory, the Area Lab Manager must click on the N button and if not applicable, the assessor must click on N/A button.  |
| 17 | Once the competency assessment is complete, the Area Lab Manager will click on Y under the “Competency Assessment Summary” Task to indicate that the CLS/MLT is fully competent in the discipline. If the competency assessment is unsatisfactory, a corrective action plan must be entered in the “Comment” section. |
| 18 | Click on  |
| 19 | All remedial action for failed competency must be entered in the “Comment” section under the “Competency Assessment Summary” Task. |

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| Controlled Documents | The following controlled documents support this procedure. |
| Document No. | Name of Documents |
| LAMC-PPP-0750 | Competency Assessment |

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