

	<b>Annual Competency Testing</b>  <b>OP-306-06</b>	<b>Dept:</b>	<b>Outpatient Phlebotomy 324306</b>
		<b>Effective Date:</b>	<b>February, 2011</b>
		<b>Revised Date:</b>	<b>February, 2019</b>
		<b>Contact:</b>	<b>Rinard Howard</b>
<b>Name &amp; Title: Greg Pomper, MD Medical Director</b>		<b>Date:</b>	
<b>Signature:</b>			

**1) General Procedure Statement:**

- a. **Purpose:** In order to assure that each employee is capable of understanding and utilizing the policies, procedures and practices specific for Phlebotomy Services, standardized Competency Assessment Testing will be given on an annual basis. Annual Competency will be assessed by written exam and through performance observations designed to demonstrate the employee's ability to locate information, demonstrate safety practices, patient focus, and to conduct their routine daily activities.
- b. **Responsible Department/Scope:**
  - 1.Procedure owner/Implementer: Outpatient Phlebotomy
  - 2.Procedure prepared by: Rinard Howard, MHA PBT – ASCP
  - 3. Who performs procedure: Outpatient Phlebotomy staff

**2) Procedure:** “Competency Testing” will cover four areas of assessment. These are:

- 1. Safety
- 2. Phlebotomy or Lab Technician Responsibilities
- 3. LIS (Laboratory Information System)  
Job Specific knowledge

“Competency Testing” will be in the form of a written exercise for the following job levels:

- 4. Phlebotomy Tech I
- 5. Phlebotomy Tech II
- 6. Phlebotomy Tech III
- 7. Lab Technician II

“Competency Testing” is done in the following manner:

- 8. Annually each employee will receive a written test that covers the four areas of assessment mentioned above.

9. The employee will be taken to a classroom, office, or conference room - away from the work area and distraction -- a place to concentrate.
10. The employee is allowed to use all pertinent written reference material during their competency assessment.
  
11. All Outpatient employees are evaluated at the time of annual review.
  
12. Satisfactory completion of the written Competency Assessment requires an overall score of 80%.
  
13. If, for any reason, a Competency Assessment score is lower than 85% the employee will be retested.

**3) Related Procedures:**

**4) References:** N/A

**5) Attachments:** N/A

**6) Revised/Reviewed Dates and Signatures:**

**Reviewed/Revised Date:** \_\_\_\_\_ **By:** \_\_\_\_\_  
(Medical Director/Designee)

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