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|  | **Competency Assessment****IPP#12** | **Dept:**  | **Inpatient Phlebotomy 324305** |
| **Effective Date:** | **2/17/2011** |
| **Revised Date:** | **March 2019** |
| **Contact:** | **Laurie Watson** |
| **Name & Title: Greg Pomper, MD Medical Director** | **Date:** |  |
| **Signature:**  |

1) **General Procedure Statement:**  To give guidelines to staff concerning the proper process for competency assessment.

* 1. **Purpose:** This procedure is to serve as a guide for trained personnel in the Inpatient Phlebotomy Department to perform the services described herein. These guidelines should be used in conjunction with proper training and only by qualified Phlebotomists.
	2. **Responsible Department/Scope:**
		1. Procedure owner/Implementer: Inpatient Phlebotomy
		2. Procedure prepared by: Laurie Watson MT(ASCP)
		3. Who performs procedure: Inpatient Phlebotomy staff

1. **Procedure: Competency Assessment**

In order to assure that each employee is capable of understanding and utilizing the policies, procedures and practices specific for Inpatient Phlebotomy, standardized Competency Assessment Testing will be given upon completion or the training period and on an annual basis. Competency will be accessed by written exam and through performance observations designed to demonstrate employee's ability to locate information, demonstrate safety practices, patient focus, decision making skills, and to conduct their routine daily activities.

a) Competency Assessment will cover four areas of assessment. These are:

i. Safety

ii. Phlebotomy Responsibilities

iii. LIS (Laboratory Information System, Beaker/Rover)

iv. Job Specific knowledge

b) Competency Assesment will be in the form of a written exercise for the following job levels in Inpatient Phlebotomy:

i. Phlebotomy Tech I, II and III

ii. Inpatient Phlebotomy Coordinators

c) Competency Assessment is performed in the following manner:

i. Each employee is visually evaluated for the performance of daily operations.

ii. Each employee will receive a written test that covers the four areas of assessment mentioned above.

iii. The employee will be taken to a classroom, office, or conference room - away from the work area and distraction -- a place to concentrate.

iv. The employee is allowed to use the all pertinent written reference material during the competency assessment.

d)All Inpatient Phlebotomy employees are evaluated at the completion of a 90-day and 180-day training period (full time or part time) and at the time of annual review.

e)Satisfactory completion of the written Competency Assessment requires an overall score of 85%.

f)If, for any reason, a Competency Assessment score is lower than 85% the employee will be retested.

g)If, for any reason thereafter, a Competency score is lower than 85%, the employee will receive documented re-training/orientation over a three month period. After which, the employee will again be Competency assessed.

h) If, after documented re-training/orientation, the employee's Competency score is lower than 85% the Phlebotomy Manager will evaluate both the scores and the re-training/orientation, and together with Lab Administration will formulate a resolution.

1. **Review/Revision/Implementation:**

All procedures must be reviewed at least every 2 years.

* All new procedures and procedures that have major revisions must be signed by the CLIA Laboratory Medical Director.

* All reviewed procedures and procedures with minor revisions can be signed by the designated section manager.
1. **Related Procedures: N/A**
2. **References: N/A**
3. **Attachments:** **Competency Assessment checklist IPP#12.1**
4. **Revised/Reviewed Dates and Signatures:**

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| Review Date: | Revision Date: | Reason: | Signature: |
|  | 3/6/2017 | Reformatted to Medical Center standard template | Laurie Watson, MT, ASCP |
|  | 3/5/2019 | Revised signature page | Laurie Watson, MT, ASCP |
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