UnityPoint Health
Methodist | Proctor

Employee Training Checklist

Employee Name:_____
Employee ID #:_____
Trainer Name:_____
Department:_____**CHEMISTRY**_____ **Training Successful: Yes / No (circle one)**

PURPOSE: To provide standardized training for all laboratory personnel.

1. *Employee and trainer are both responsible for completing the training checklist.*
2. *Employee is **not allowed to perform lab work** without approved training.*
3. *Retraining is required if an employee has not successfully completed a post training competency assessment.*

RBC Folate			
Performance Criteria	**Evaluation Mechanism**	**X Indicates training met**	**Comments**
Read Standard Operating Procedure	**1. Principle of procedure** **2. Specimen requirements** ➢ One **EDTA tube protected from light** ➢ If testing is not done in 24 hours, for whole blood, determine the hematocrit, then freeze the EDTA whole blood or prepare the hemolysate and freeze. **3. Reagents** ➢ **Ascorbic acid diluent**. Prepare the diluent by adding the entire contents of the ascorbic acid diluent to the lyophized folate ascorbic acid. Let stand for 15 minutes and mix by inverting occasionally. Once reconstituted, stable for 30 days at 2-8 C. ➢ ADVIA Centaur XPT Folate ReadyPack ➢ ADVIA Centaur XPT Folate DTT/Releasing Agent ReadyPack **4. Quality Control** ➢ BioRad Whole blood Controls, 2 levels Once reconstituted, stable for 30 days at -20C, protect from light ➢ BioRad ImmunoPlus Controls, 3 levels, post calibration		

	5. Preparation of hemolysate ➢ Pipet 1.0 mL of reconstituted ascorbic acid and 50uLof sample into a pour-off tube. Invert several times to mix; avoid foaming. *Protect from light.* Let the hemolysate stand at room temperature for 90 minutes. Do not exceed 3hours. *Do not mix the hemolysate again before placing the sample on the Centaur XPT.* ➢ If testing cannot be completed within 4 hours of preparation of hemolysate, freeze the hemolysate. Stable for 3 months at -20 or below C. If the hemolysate is frozen, thaw and mix by inverting. Let stand for 30 minutes at room temperature before testing. *Do not invert again* and test within 3 hours from thawing. **6. Calibration** ➢ Every 7 days, when going into new lot or after replacing system components**.** **7. Interpretation of results** ➢ AMR = 0.35 – 24.00 ng/mL ➢ CRR = 100 – 2000 ng/mL ➢ If RBC hemolysate folate is >24 ng/ml. calculate using 24. The final result than will be >calculated value, up to 2000 ng/mL. If calculation is greater than 2000, report out >2000 ng/mL **8. Reference Intervals** ➢ RBC Folate : 280 – 791 ng/mL **9. Procedural notes** ➢ Hemolysis significantly increases serum folate values due to the high folate concentrations in red blood cells. ➢ Methotrexate and Leucovorin interfere with folate measurement because these drugs cross-react with folate binding proteins.		
Demonstration	**1. Observe trainer in operation of instrument** **2. Observation of verification of results**		
Return Demonstration and or proficiency testing	**1. Performance of QC controls and validation** **2. Running patient samples through instrument.** **3. Verification of results in instrument or Performance of external proficiency sample.**		

Signature of Personnel Verifying Training:_____ Date:_____