

DXH800 QC – DIRECT OBSERVATION & PROBLEM SOLVING

- St. Joseph Medical Center Tacoma, WA
 St. Clare Hospital Lakewood, WA
 St. Elizabeth Hospital Enumclaw, WA
 St. Francis Hospital Federal Way, WA
 St. Anthony Hospital Gig Harbor, WA
 PSC

EMPLOYEE _____ **EVALUATED BY** _____

Department/Task/Process/Instrument: _____

Document ID #: _____ **Type:** 6 month Annual Random

TASKS	Date	OK (Y/N)	Evaluator Initials
Review's XB and L-J charts at beginning of shift to check for recent QC outliers, trends, or corrective actions. Checks for adequate reagent volumes and check for maintenance performance.			
Removes QC materials from storage, checks expiration dating, checks volume, and warms to room temperature prior to testing.			
Warms QC materials to room temperature prior to testing.			
Places the STOP sign on the analyzer to prevent loading of patient samples while QC is being performed.			
Correctly mixes, loads and processes samples on the analyzer, returning the QC materials to storage within 30 minutes.			
Correctly reviews and documents each QC level performed by: <ul style="list-style-type: none"> • For Failed QC results: <ul style="list-style-type: none"> ○ Documents Corrective action taken ○ Rejects result when indicated ○ Documents if a lookback is indicated ○ Documents if patient testing was performed after the failure. ○ Documents Tech ID on all QC results. ○ Clears the Review Flag to time-stamp the review. • For Acceptable QC results: <ul style="list-style-type: none"> ○ Documents Tech ID on all QC results ○ Clears the Review Flag to time-stamp the review. 			

Removes the red STOP sign and replaces with the green GO sign only when the QC is acceptable.			
Uses correct problem-solving steps in troubleshooting a mock failed QC run.			
Correctly performs and documents a mock failed patient run.			

Competent -- This employee has been determined through direct observation to be competent in performing the following task, methods, or instruments:

Not Competent -- Retraining will be required and an acceptable repeat competency assessment performed before this employee will be deemed competent to perform this tasks, method, or instruments _____

The employee is limited to the operation of the following instruments/methods:

Comments:

Job Title	Signature	Date
Employee		
Evaluator		
Manager		

Please Complete Review by date: 10/28/2013

Reviewer	Approval Required ?	Date Reviewed	OK?	Not?	Suggestions
Nuria Adem	n/a				

STAFF REVIEW ONLY-DRAFT

Enter Document Path


Effective Date:

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Linda Burkhardt	y	10/24/13	X		
Cecil Dunn					
Teri Emerson		10/24/13	Approval is not needed!		<p>The form R-F-AD0248-01 was written and approved in June 2012, so please restore the correct file path and effective date. Also copy and restore in Dr. Burkhardt's original signature box.</p> <p>The title of the document is actually "Competency – Direct Observation Form".</p> <p>On the line "Department/Task/Process/Instrument" is where you write in "DXH800 QC – Direct Observation & Problem Solving" (yellowed in).</p> <p>This is a universal form to be used by anyone for any d/o competency desired and was designed so that we didn't have to create a new document with approval for each competency we need!</p>
Linda Guay		12/2/13	Y		
Carla Herl		10/28/13	Y		
Sally Kramer		10/24/13	Y		
Karen Lea					
Jezelin Temporosa		10/24/13	Y		
Joanne Walsh					
Claudia Willis					
Katie Wilkinson	y				
<p><i>Once this document has been approved by the committee, this box should be deleted before saving the final copy. Then reposition the "Document Approval" box to the bottom of the last page and forward the final copy to the Medical Director for approval.</i></p>					

DOCUMENT APPROVAL Purpose of Document / Reason for Change:

<input type="checkbox"/> No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.		
Committee Approval Date	<input type="checkbox"/> Date: <input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility	Medical Director Approval <i>(Electronic Signature)</i>  10/24/13

STAFF REVIEW ONLY - DRAFT