As you are probably aware, our CAP inspection is approaching very quickly. Your help would be greatly appreciated in preparing for the inspection.

Please make sure all of your competencies are complete and up-to-date. This includes assignments on HLC, MTS, as well as the paper-based competencies that are stored in your employee folders.

Please remember, it is ultimately your duty as a responsible employee to ensure your competencies are completed by their due date. One of the many items looked for during your review is the completion of assignments. If these are not completed by the month of hire, your evaluation will be impacted.

Please use the following checklist:

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| --- | --- | --- |
| Competency Name | Competency Type | Complete  **√** / N/A |
| All assigned under “My Assignments” | MTS |  |
| All assigned under “My Learning” | HLC |  |
| Phlebotomy | Paper |  |
| Chemistry | Paper |  |
| Blood Bank | Paper |  |
| Hematology | Paper |  |
| Coagulation | Paper |  |
| UA | Paper |  |
| Micro | Paper |  |
| LIS | Paper |  |
| Safety | Paper |  |
| Packaging/Transporting | Paper |  |
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