Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coordinator Review:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | Date Trainer | Trainer's Siganature | Trainee' signature | Comments |
| Has read all of the Integra Procedures |  |  |  |  |
| Instrument Overview(parts and reagents) |  |  |  |  |
| Knows the purpose of the various computer screens |  |  |  |  |
| Knows how to load reagents on the instrument |  |  |  |  |
| Is familiar with the various QC/calibrators |  |  |  |  |
| Knows how and when to calibrate an assay |  |  |  |  |
| knows how to reconstitute QC |  |  |  |  |
| Knows how and when to run QC |  |  |  |  |
| Knows how to Validate/Troubleshoot QC |  |  |  |  |
| Can perform all daily maintenance(see logsheet) |  |  |  |  |
| Can perform all weekly/monthly maintenance(see logsheet) |  |  |  |  |
| Can change an electrode |  |  |  |  |
| Can perform ALL periodic maintenance(see logsheet) |  |  |  |  |
| Knows how to empty waste/ add cuvettes |  |  |  |  |
| Can replace a halogent lamp |  |  |  |  |
| Knows when and how to dilute samples |  |  |  |  |
| Properly documents dilutions on logsheet & enter in soft |  |  |  |  |
| Knows how to retransmit results |  |  |  |  |
| Knows what results will get hung up on the validate scrn |  |  |  |  |
| Knows how to identify and report critical results |  |  |  |  |
| Knows how to document critical result calls in soft |  |  |  |  |
| Knows how to do a reagent lot comparison |  |  |  |  |
| Knows how to power down instrument |  |  |  |  |
| Knows how to verify results in instrument menu |  |  |  |  |
| Knows how to check the resulting worklist |  |  |  |  |
| Knows how identify and handle elevated serum indices |  |  |  |  |
| knows how to perform troubleshoot tasks(changing |  |  |  |  |
| probe,clearing cuvette jams, cleaning rotor, changing an |  |  |  |  |
| ISE tower,etc) |  |  |  |  |