

Patty Test

Imm

6 month

Annual

Dept	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Blood Bank	<input type="checkbox"/> Phlebotomy/EKG
	<input type="checkbox"/> Hematology/UA/Coag	<input type="checkbox"/> Histology	<input type="checkbox"/> Point of Care
	<input type="checkbox"/> Microbiology	<input type="checkbox"/> Serology	<input type="checkbox"/>

Site RMC TTMC

- The Assessment was satisfactory
- The Assessment was unsatisfactory**

Acceptance criteria: Employee performs activities listed below according to the associated policies and procedures.

Activity	Acceptable	** Not Acceptable	NA *
* NA = Not Applicable			
Direct observation: Patient test performance/employee duties			
Patient preparation/identification, if applicable	✓		
Specimen collection, labeling, handling and processing	✓		
Knows the location of and has read the procedure	✓		
Performs the test according to SOP, including safety elements (PPE)	✓		
Monitoring the recording and reporting of test results			
Sign off before results are released/Worksheets properly completed	✓		
Corrected Reports	✓	✓	
Performs and documents quality control procedures	✓		
Knows how to interpret and report test results	✓		
Comments section of record (Rpts/Dilutions, Q1,Q2,D1,D2)	✓		
Critical value reporting records	✓		
Review of intermediate test results or worksheets			
Worksheets/LIS reporting	✓		
Maintenance records	✓		
Proficiency testing reports			✓
Quality control reports			✓
Direct observation: Instrument maintenance & function checks			
Perform and document instrument calibration/function checks	✓		
Performs daily start up	✓		
Performs and documents instrument maintenance	✓		
Perform and document instrument cleaning, reagents, maintenance	✓		✓
Understands basic troubleshooting procedures	✓		
Review of corrective action log	✓		
Testing External Proficiency specimens			
Testing External Proficiency specimens	✓		
Internal blind testing specimens			
Evaluation of problem-solving skills			
Written or oral exam	see attached		
Event management records			
Test comments			

Competency Assessment Checklist

RMC Laboratories

Test System/Dept: _____

Name Patty Test Date _____

System

Dept	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Blood Bank	<input type="checkbox"/> Phlebotomy/EKG
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Acceptance criteria: Employee performs activities listed below according to the associated policies and procedures.

Activity	* NA = Not Applicable	Acceptable	** Not Acceptable	NA *
Direct observation: Patient test performance/employee duties				
Patient preparation/identification, if applicable		✓		
Specimen handling and processing		✓		
Test Performance and resulting, including safety elements (PPE)				✓
Direct observation: Instrument maintenance & function checks				
Perform and document instrument calibration/function checks		✓		
Perform and document instrument cleaning, reagents and maintenance		✓		
Perform Quality Controls (QC)		✓		
Assessment of problem solving skills				
Written or oral exam				✓
Review of corrective action log		✓		
Comments section of record (Rpts/Dilutions, Q1,Q2,D1,D2)		✓		
Record Review: Monitoring the recording and reporting of test results				
Sign offs before results are released/Worksheets properly filled out		✓		
Corrected Reports		✓		
Preventative maintenance records		✓		
Proficiency testing reports		✓		
Critical value reporting records		✓		
Quality control reports		✓		
Record Review: Assessment of test performance				
Testing External Proficiency specimens		✓		
Internal blind testing specimens		✓		

** Identify specifics of unacceptable performance on the back of the form

Return a copy of completed form to Lab Director Original form kept in competency binder