

Competency Assessment Checklist

Name Patty Krohn

Date: 2012 Dept/Test System: Immun/miniVIDAS

**Brief description of the activity:** Observe and interview employee about running the miniVIDAS for qualitative and quantitative testing.

Activity	Acceptable	Not Acceptable	Not Applicable
<b>Direct observation: patient test performance/employee duties</b>			
Patient preparation/identification	✓		
Specimen collection, labeling, handling and processing	✓		
Know the location of and has read the SOP	✓		
Performs the test according to SOP, including safety elements (PPE)	✓		
<b>Monitoring the recording and reporting of test results</b>			
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 (Repeats/Dilution/Westergard rules)	✓		
Critical value reporting	✓		
<b>Review of intermediate test results or worksheets</b>			
Worksheet/LIS reporting	✓		
Maintenance records	✓		
Proficiency testing reports	✓		
Quality control reports	✓		
<b>Direct observation: instrument maintenance and function checks</b>			
Performs instrument calibration/function checks	✓		
Performs daily start up	✓		
Performs and documents instrument maintenance	✓		
Performs and documents instrument cleaning and reagent changes	✓		
Understands basic troubleshooting procedures	✓		
Review of corrective action log	✓		
<b>Testing external proficiency specimens</b>			
Testing external proficiency specimens	✓		
Testing internal blind specimens			✓
<b>Evaluation of problem-solving skills</b>			
Written or oral exam	✓		
Event management records	✓		
Test comments	✓		

Acceptance criteria: the employee performs the above activities according to policies and/or procedures.

Six month review  
  Annual review  
  Assessment was satisfactory  
  Assessment was unsatisfactory

Follow-up action: \_\_\_\_\_

Lead Initials/Signature PK 7-30-12