|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | | | | | | | DEPT | Job Title | | | |
| **NOTE**: These competencies supplement other continuing education staff development /education programs and the PI monitoring program | | | | | | | | | | | | |
| **Legend:**  Use for “How Met” column   1. Policy implementation 2. Direct/Ongoing Observation 3. Video Review/Testing 4. Skills Lab / Proficiency testing 5. Written Exam 6. Other (Specify) 7. Initial Training | | | | | | | Demonstrate Proficiency in performing technical procedure safely in accordance with department standards. | | Level of PerformanceNot applicable  1. **Competent/knowledgeable** 2. **Competent/High level of expertise** | | | |
| Date | How Met | Initials | | | | StandardApplicable to MT and MLT employees | | | | Initial/6 Month / Annual | | |
| Employee | | Evaluator | | Self Eval | Evaluator | |
| Hematology/Coagulation | | | | | | | | | | | | |
|  | | | | | | Review procedure Manual  1. Hematology Manual Procedure 2. Coagulation Manual Procedure | | | |  | | |
|  |  |  | |  | |  |  | |
|  |  |  | |  | |  |  | |
|  | | | | | | **Specimen Processing** | | | |  | | |
|  |  |  | |  | | 1. Labeling | | | |  |  | |
|  |  |  | |  | | 1. Specimen Rejection | | | |  |  | |
|  |  |  | |  | | 1. Centrifugation | | | |  |  | |
|  |  |  | |  | | 1. Special Send Out Testing | | | |  |  | |
|  | | | | | | **Advia 120/2120** | | | |  | | |
|  |  |  | |  | | 1. Quality control | | | |  |  | |
|  |  |  | |  | | 1. Analyzer menus | | | |  |  | |
|  |  |  | |  | | 1. Primary Mode | | | |  |  | |
|  |  |  | |  | | 1. Secondary closed Mode | | | |  |  | |
|  |  |  | |  | | 1. Secondary open Mode | | | |  |  | |
|  |  |  | |  | | 1. Samples Flags | | | |  |  | |
|  |  |  | |  | | 1. Reagents (change) | | | |  |  | |
|  |  |  | |  | | 1. Automated retic / Manual retic | | | |  |  | |
|  |  |  | |  | | 1. Critical values | | | |  |  | |
|  |  |  | |  | | 1. Result Reporting | | | |  |  | |
|  |  |  | |  | | 1. Slide review Criteria | | | |  |  | |
|  |  |  | |  | | 1. Manual Diff | | | |  |  | |
|  |  |  | |  | | 1. Maintenance | | | |  |  | |
|  |  |  | |  | | 1. Slide Maker/Stainer | | | |  |  | |
|  |  |  | |  | | 1. Flow cell wash | | | |  |  | |
|  |  |  | |  | | 1. Start up | | | |  |  | |
|  |  |  | |  | | 1. Centering Collar | | | |  |  | |
|  |  |  | |  | | 1. Shear valve cleaning | | | |  |  | |
|  |  |  | |  | | 1. Troubleshooting | | | |  |  | |
|  | | | | | | | **Stago** | | |  | | |
|  |  | |  | |  | | 1. Quality Control | | |  |  | |
|  |  | |  | |  | | 1. Reagent/Supplies | | |  |  | |
|  |  | |  | |  | | 1. Patient Worklist | | |  |  | |
|  |  | |  | |  | | 1. Test to order | | |  |  | |
|  |  | |  | |  | | 1. Reporting results | | |  |  | |
|  |  | |  | |  | | 1. Critical values | | |  |  | |
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| Employee | | Evaluator | | Self Eval | Evaluator | |
| **Stago Cont** | | | | | | | | | | | | |
|  |  | |  | |  | | 1. Sample flags | | |  | |  |
|  |  | |  | |  | | 1. Tip change | | |  | |  |
|  |  | |  | |  | | 1. Factors assays | | |  | |  |
|  |  | |  | |  | | 1. Troubleshooting | | |  | |  |
|  | | | | | | | **Platelet Function** | | |  | | |
|  |  | |  | |  | | 1. Quality Control (self test) | | |  | |  |
|  |  | |  | |  | | 1. Critical Values | | |  | |  |
|  |  | |  | |  | | 1. Reporting Results | | |  | |  |
|  | | | | | | | **Miscellaneous** | | |  | | |
|  |  | |  | |  | | 1. Quality Control | | |  | |  |
|  |  | |  | |  | | 1. Sed Rates | | |  | |  |
|  |  | |  | |  | | 1. Micro Sed Rate | | |  | |  |
|  |  | |  | |  | | 1. G6PD | | |  | |  |
|  |  | |  | |  | | 1. Sickle cell | | |  | |  |
|  |  | |  | |  | | 1. Factor 13 | | |  | |  |
|  |  | |  | |  | | 1. KB Stain | | |  | |  |
|  |  | |  | |  | | 1. Urine Eos | | |  | |  |
|  |  | |  | |  | | 1. Plavix | | |  | |  |
|  | | | | | | | Body Fluids | | |  | | |
|  |  | |  | |  | | 1. Cell counts | | |  | |  |
|  |  | |  | |  | | 1. Cytospin | | |  | |  |
|  |  | |  | |  | | 1. Quality Control | | |  | |  |
|  |  | |  | |  | | 1. Differentials | | |  | |  |
|  |  | |  | |  | | Polarizing Crystals | | |  | |  |
|  |  | |  | |  | | Proficiency | | |  | |  |
|  |  | |  | |  | | Technical Skills | | |  | |  |

Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_