|  |  |  |
| --- | --- | --- |
|  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” column1. 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 applicable1. **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 Manual1. 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_