

Date:		Observed Staff Name & Title:															
Competency Type: Initial <input type="checkbox"/> 1st		6-Month <input type="checkbox"/>		2nd 6-Month <input type="checkbox"/>		Annual <input type="checkbox"/>											
PPM Tests performed: KOH <input type="checkbox"/>		Wet Mount Prep <input type="checkbox"/>		Fern <input type="checkbox"/>		Urine Sediment <input type="checkbox"/>		Semen Analysis <input type="checkbox"/>				Competency Met Y (yes); N (no); NA (Not Applicable)					
Mandatory Regulatory Requirement of Competency	Requirement Criteria	Competency Validation	KOH	Wet Prep	Fern	Urine Sediment	Semen Analysis	Date	Reviewer's Initials								
Direct Observation of routine patient test performance, including patient preparation, if applicable, specimen collection, handling, processing and testing.	Patient Identification Reagent handling Standard precautions Step by step procedure Result interpretation	Direct observation of patient testing. Observer can be Medical Technologist competent in PPM testing, CLIA director, or another provider (NP or PA can be used who is engaged in PPMP. It is OK to do a group simulation where the PPMP providers meet and the "observer does a simulated walk through with each provider (e.g., "Show me how you would do this test, prep this slide; tell me what you look for on the slide?")															
Monitoring, recording, and reporting of test results.	Proper recording of results using EMR.	Observe recording of patient result in EMR. Observe PPMP provider documenting results in the EMR. This can be done with a test patient at the completion of a simulation. Provide MRN of patient you performed each type of PPMP and the date performed.															
Review of test results or worksheet, quality control, proficiency testing, preventive maintenance performance. (Preventative maintenance perform only on microscopes.)	Proficient performance of PPM testing QC as needed. Completes records as required.	Document required information: Provider needs to demonstrate how to clean the microscope (i.e., lens paper and lens cleaner). Provider needs to demonstrate QC procedure, documentation of corrective action if necessary and action steps taken (if applicable).															
Direct observation of performance of instrument maintenance, function checks, and calibration.	Keep work area and microscope clean.	Provider needs to know where the microscope manuals are for reference and how to trouble shoot instrument issues.															
Test performance as defined by laboratory policy (for example, testing previously analyzed specimens, internal blind testing samples, external proficiency).	Proficiency test-achieve 80% or higher.	Review results from semi-annual proficiency testing using an electronic test with pictures (Laboratory director and/or Point of Care Coordinator can create an electronic document that shows photos of common findings and have providers complete as an electronic or paper format quiz). Results should be placed in provider's competency file.															
Assessment of problem solving skills.	Identifies problems and corrective actions.	Written competency assessment test.															
Proper and effective use of personal protective equipment and sterile technique.	Utilizes proper use of hand hygiene and personal protective equipment.	Verbalizes/uses proper uses of hand hygiene and personal protective equipment.															

Reviewer's comments: _____

Corrective actions: _____

Reviewer's Printed Name & Signature: _____ **Date:** _____

Observed Staff's Printed Name & Signature: _____ **Date:** _____

Pending approval from the GFH Laboratory; my signature attests that the employee is deemed to be competent to perform patient testing unsupervised as well as all associated test system responsibilities.

*Notes may continue on back if additional space is needed.