# Purpose:

This policy describes the process of ensuring procedures for competency assessment are established for monitoring individuals who conduct preanalytical, analytical, and postanalytical phases of testing to assure that they are competent and maintain their competency to process specimens, perform test procedures and report test results promptly and proficiently, and whenever necessary, identify needs for remedial training or continuing education to improve skills.

# Scope:

Applies to all non-waived testing and other designated personnel of the laboratory.

# Definitions:

None

# Special Safety and Health Considerations:

Not Applicable

# Procedures:

| **Step** | **Responsible** | **Action** |
| --- | --- | --- |
| 5.1 | Laboratory Director/ Designee | Training of laboratory personnel performing non-waived testing by qualified personnel occurs prior to performance of patient testing on any new methodology, instrumentation, or procedure. Training and Competency documentation is maintained for a period of at least 2 years and available at all times. |
| 5.2 |  | Competency is evaluated during on-the-job training, proficiency testing, and randomly during the technical audits of test methods. Competency is assessed and documented prior to initiating testing, at six months during the first year of employment, at one year of employment and annually thereafter. Retraining and reassessment of competency must also occur when problems are identified with an individual's performance. This should include observation of personnel as they perform procedural steps in the pre-analytic, analytic and post-analytic phases of testing (Competency Form).  Prior to starting patient testing and reporting patient results for new methods or instruments, each individual must have training and be evaluated for proper test performance. Retraining and reassessment will occur when problems are identified. |
| 5.3 |  | Competency testing includes the following six areas of assessment:   * + 1. **Direct observations of routine patient test performance, including, as applicable, patient identification and preparation; and specimen collection, handling, processing and testing**     2. **Monitoring the recording and reporting of test results, including, as applicable, reporting critical results**     3. **Review of intermediate test results or worksheets, quality control records, proficiency testing results, and preventive maintenance records**     4. **Direct observation of performance of instrument maintenance and function checks**     5. **Assessment of test performance through testing previously analyzed specimens, internal blind testing samples or external proficiency testing samples; and**     6. **Evaluation of problem-solving skills** |

5.4 Competency must be assessed for all testing staff..The Laboratory Director is responsible for delegating assessment tasks for performing and recording competency assessments.