Annual Competency

Employee:

Date of Competency Assessment:

Observer:

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| **TASK** | **COMPETENCY LEVEL** |
| **PHLEBOTOMY** | **YES** | **NO** | **NA** |
| Looking patient up on collection list. |  |  |  |
| Toggle to Nurse collect at correct times. |  |  |  |
| Looking for STAT or Timed Collections and Triage collection order. |  |  |  |
| Add on Tests in EPIC. |  |  |  |
| Hand Hygiene |  |  |  |
| Greeting patient using ICARE model. |  |  |  |
| Scanning patient and identifying patient correctly. |  |  |  |
| Adult venipuncture procedure. |  |  |  |
| Pediatric Venipuncture procedure. |  |  |  |
| Heal stick procedure. |  |  |  |
| Newborn Screen Collection Procedure. |  |  |  |
| Monitoring patient for adverse events. |  |  |  |
| Labeling and scanning specimens. |  |  |  |
| Sending specimen via tube system in timely manner. |  |  |  |
| Blood culture collection per SOP. |  |  |  |
| Blood bank collection with second identification. |  |  |  |
| Appropriate PPE for isolation. |  |  |  |

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| **TASK** | **COMPETENCY LEVEL** |
| **LAB ASSISTANT** | **YES** | **NO** | **NA** |
| Operates the tube system appropriately. |  |  |  |
| Receives specimens into EPIC. |  |  |  |
| Delivers specimen to the appropriate department. |  |  |  |
| Look for additional orders, print barcodes, and scan |  |  |  |
| Monitors the expected list for missed tests. |  |  |  |
| Monitors the outstanding list. |  |  |  |
| Reprint labels that are not on specimens appropriately. |  |  |  |
| Printing of aliquot labels |  |  |  |
| Utilizes procedure catalog for specimen requirements. |  |  |  |
| Properly centrifuges samples. |  |  |  |
| Performs Specimen Add On and retrieves the specimen to deliver to department. |  |  |  |
| Stores samples in container storage. |  |  |  |
| Notifies MLS of STAT or critical tests. Troponins, Lactic Acid, CSF etc. |  |  |  |
| Answers phone calls appropriately.  |  |  |  |
| Transfers phone calls when necessary. |  |  |  |
| Looks up results when appropriate. |  |  |  |
| Prints off reports for manual faxing. |  |  |  |
| Refaxes in EPIC and knows how to CC Fax in EPIC |  |  |  |
| Utilizes specimen inquiry for collection/test details. |  |  |  |
| Performs REQ Entry for non-interfaced tests for drop off specimens. |  |  |  |
| Understands how to look up the submitter. |  |  |  |
| Performs One Click Appointment Book It for interfaced drop off specimens |  |  |  |
| Uses CC function as necessary in REQ Entry. |  |  |  |
| Notifies submitter when specimen must be recollected. |  |  |  |
| Properly documents cancellation/recollection in EPIC. |  |  |  |
| Understands how to add physician on the fly. |  |  |  |
| Knows to provide instructions & containers for stool and urine collections. |  |  |  |
| Properly documents total volume and time for 24-hour collections. |  |  |  |
| Understands how to properly aliquot specimens. |  |  |  |
| Creates a packing list appropriately per facility and specimen requirements. |  |  |  |
| Knows where each send out bag location goes. Freezer, RT, Orlando, Tampa Etc. |  |  |  |
| NBS Log in, Packing List, Extra Copy, Ships to FedEx appropriately |  |  |  |
| Knows how to notify Quest and Lab Corp for special pickups. |  |  |  |
| Documenting special instructions for send out tests example platelet count etc. |  |  |  |
| Understands when unlabeled specimens are canceled. |  |  |  |
| Understand irretrievable specimen and paperwork. |  |  |  |
| Knows how to place an origami event for nonconforming events. |  |  |  |
| Understand how to collect and process a chain of custody urine drug screen. |  |  |  |
| Understands how to process an employee needle stick and source patient. |  |  |  |
| Scanning orders into EPIC. |  |  |  |
| Changes Troponin Orders appropriately. |  |  |  |
| Orders extra tubes (does not use verbal order) |  |  |  |

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| **TASK** | **COMPETENCY LEVEL** |
| **HISTOLOGY** | **YES** | **NO** | **NA** |
| Accessioning surgical specimen. |  |  |  |
| Accessioning cytology specimens. |  |  |  |
| Ordering labs in Neogenomics. |  |  |  |
| Ordering Kidney Biopsies. |  |  |  |
| Staining. |  |  |  |
| Collecting bone marrow specimens. |  |  |  |
| Collecting FNA specimens. |  |  |  |
| Scanning orders into EPIC. |  |  |  |
| Sending out reference requests. |  |  |  |
| Receiving blocks and slides back from outside agencies. |  |  |  |

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| **TASK** | **COMPETENCY LEVEL** |
| **HEMATOLOGY** | **YES** | **NO** | **NA** |
| Loads the purple top CBC and retic specimens on the Sysmex. |  |  |  |
| Notifies supervisor specimens are loaded. |  |  |  |
| Makes slides for manual differentials. |  |  |  |
| Loads stainer. |  |  |  |

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| **TASK** | **COMPETENCY LEVEL** |
| **URINALYSIS** | **YES** | **NO** | **NA** |
| Labels pour off tube with appropriate amount of Urine. |  |  |  |
| Loads the specimen on the Beckman Urinalysis Analyzer. |  |  |  |
| Notifies specimens are loaded. |  |  |  |
| Performs Mono test (waived) |  |  |  |
| Performs pH test (waived) |  |  |  |
| Performs Urine Dipstick testing (waived) |  |  |  |

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| **TASK** | **COMPETENCY LEVEL** |
| **WAIVED TESTS** | **YES** | **NO** | **NA** |
| Performs Mono test (waived) |  |  |  |
| Performs pH test (waived) |  |  |  |
| Performs Urine Dipstick testing (waived) |  |  |  |
| Performs acetest. (waived) |  |  |  |
| Loades Blood Cultures. |  |  |  |
| Performs urine pregnancy tests (waived) |  |  |  |
| Performs gastric/occult blood tests (waived) |  |  |  |

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| **TASK** | **COMPETENCY LEVEL** |
| **CHEMISTRY** | **YES** | **NO** | **NA** |
| Loads chemistry specimen on appropriate instrument. |  |  |  |
| Aliquoted specimen if required and appropriate labels. |  |  |  |
| Notifies supervisor specimens are loaded. |  |  |  |
| Removes performed tests and stores. |  |  |  |

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| **TASK** | **COMPETENCY LEVEL** |
| **COAGULATION** | **YES** | **NO** | **NA** |
| Loads the Stago specimen on appropriate instrument. |  |  |  |
| Notifies supervisor specimens are loaded. |  |  |  |

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| **TASK** | **COMPETENCY LEVEL** |
| **MICROBIOLOGY** | **YES** | **NO** | **NA** |
| Separate specimens and only sends out micro specimens on a micro packing list. |  |  |  |
| Plates urine cultures appropriately. |  |  |  |
| Plates blood cultures appropriately. |  |  |  |
| Plates wound cultures appropriately. |  |  |  |
| Plates body fluid cultures appropriately. |  |  |  |
| Loads blood culture bottles appropriately. |  |  |  |