

11. MODERATE TESTING INITIAL TRAINING

Date: _____

Trainer should review all material listed below, display the test procedure and reference procedure during training. File completed form appropriately and retain for 2 years.

Employee Name: _____

Employee Number: _____

Checklist	Employee Initials	Trainer Initials
<ul style="list-style-type: none"> • Reads and understands the procedure 		
<ul style="list-style-type: none"> • Trainer discusses principle of test procedure so that trainee understands purpose and intended use of test. 		
<ul style="list-style-type: none"> • Trainer discusses System Overview (analyzer and all materials used) 		
<ul style="list-style-type: none"> • Trainer discusses location and handling of analyzer, components, and QC 		
<ul style="list-style-type: none"> • Trainer discusses calibration, quality control and maintenance. 		
<ul style="list-style-type: none"> • Employee performs the procedure including the following: <ul style="list-style-type: none"> ◦ Demonstrates proper sample handling at time of test. ◦ Organize work area for testing and performs sample analysis. ◦ Performs quality control (QC) on one level ◦ Performs one level blind patient sample. ◦ Decontaminate instrument and clean work area, including disposal of hazardous waste. 		
<ul style="list-style-type: none"> • Data entry <ul style="list-style-type: none"> ◦ Discusses normal ranges. Test ordering ◦ Discusses critical ranges and documentation. Discusses normal ranges ◦ Printing and recalling patient results 		
<ul style="list-style-type: none"> • Completes Learning Quiz with 100% 		

Comments: _____

Employee: I feel competent in the subjects/tasks/competencies noted above: Yes No

If NO, I feel I need additional training with the following subjects/tasks/competencies:

Employee Signature: _____

Date: _____

Trainer: I have reviewed this employee's competency in the above-named functions and determined them competent for testing.

Signature: _____

Date: _____