

Proteus Laboratories
Training & Competency Form

Author: G. Ditshego	Document Number:	PRL-TECH-004-F01
	Effective (or Post) Date:	31 May 2016
Review History	Date of last review:	31 May 2016
	Reviewed by:	G. Ditshego

Date: 2018/10 **Type of Evaluation/Frequency:** Training Competency

Employee Name: G. Ditshego New Employee 6-Month Annual

Position/Title: Lab Technologist Re-training Other: _____

*Training must include documentation of method: Verbal & Visual Instruction Successfully Completed or Performed the assay with little or no guidance.
Competency assessment may use one or more the following methods:
(OD) Direct Observation (EOA) External Quality Assurance (E) Written Exam (O) Other—clarification required in comments.*

Activity	Training	Evaluator	Date	Competency	Evaluator	Date	Trainee Acknowledgment
<i>Orientation & Safety – Section is applicable to new employees only</i>							
Received Facility Orientation	✓	D.	2018/10	✓	D.	2018/10	G. Ditshego
Completed Safety Training	✓		2018/10	✓		2018/10	
Safety SOP's Read & Signed	✓		2018/10	✓		2018/10	
Orientated to LAB location(s)	✓		2018/10	✓		2018/10	
Orientated to Fire Extinguishers & Emergency Exits	✓		2018/10	✓		2018/10	
Specimen Handling							
Specimen Handling SOP's Read & Signed	✓		2018/10	✓			

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Patient Registration on the LIS (Skylims)	✓	D.		✓	D.		D. Sklyms
Sample Ordering	✓			✓			
Venipuncture	✓			✓			
Other specimen collection performed. Use comments.	✓			✓			
Specimen Processing	✓			✓			
Specimen Referral	✓			✓			
Specimen Rejection & Notification	✓			✓			
Printing out of reports	✓			✓			
Delivery of reports to Dr's rooms	✓			✓			
Reading of Temperatures	✓			✓			
Hematology							
Hematology SOP's Read & Signed	✓			✓			
Loading specimens onto the Instruments	✓			✓			
Quality controls reviewing	✓			✓			
Reporting Results onto the LIS	✓			✓			
Specimen Rejection & Notification	✓			✓			
Specimen Dilution Procedure	✓			✓			
Critical Result Procedure	✓			✓			
Amended Result Procedure	✓			✓			
Beckman ACT 5 Instrument	✓			✓			
Differential Slide Preparation & Staining	✓			✓			
Performing Malaria test kit and Staining of the thin smear/ thick smear	✓			✓			
Differential count & Staining	✓			✓			
Performing ABO, Rh grouping	✓			✓			
Performing ESR test method	✓			✓			
HBAIC on the MISPA - i2	✓			✓			
Chemistry/ Endocrinology							

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Chemistry SOP's Read & Signed	✓	P.		✓	φ		P. Skypis
Loading specimens onto Instruments	✓			✓			
Quality controls reviewing	✓			✓			
Reporting Results onto the LIS	✓			✓			
Specimen Rejection & Notification	✓			✓			
Specimen Dilution Procedure	✓			✓			
Critical Result Procedure	✓			✓			
Amended Results Procedure	✓			✓			
Roche Cobas C111 Instrument	✓			✓			
Roche 9180 Electrolyte Analyzer	✓			✓			
Beckman Access Instrument	✓			✓			
Roche Cardiac Reader	✓			✓			
AU480 Beckman Analyzer	✓			✓			
Cardiac Reader – Cobas h232	✓			✓			
MISPA –i3 Analyser	✓			✓			
Molecular							
Molecular SOP's Read & Signed	✓			✓			
Loading specimens onto Instruments	✓			✓			
Quality controls reviewing	✓			✓			
Reporting results onto the LIS	✓			✓			
Specimen Rejection & Notification	✓			✓			
Critical Result Procedure	✓			✓			
Amended Result Procedure	✓			✓			
GeneXpert Instrument	✓			✓			
Beckman Aquios CL Instrument	✓			✓			
Ilex Panther Analyser	✓			✓			
Manual Methods							

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Criococcal Antigen	✓	φ	}	✓	φ		A. B. Hugo
Hepatitis Kits (A, B, C)	✓			✓			
Helicobacter Pylori	✓			✓			
BHCG kits	✓			✓			
HIV Determine--	✓			✓			
Microbiology							
Urine Dipstick	✓	φ		✓			
Microscopy – Cell count	✓			✓			
Culturing on Agar plate	✓			✓			
MicroScan autoSCAN4	✓			✓			

Comments _____

A. B. Hugo