

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: 08 August 2020 **Type of Evaluation/Frequency:** **Training** **Competency**

Employee Name: Saburani Kubhaka **New Employee** **6-Month** **Annual**

Position/Title: CEO/Technical **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 (EQ4) External Quality Assurance (E) Written Exam (O) Other –clarification required in comments.*

Activity	Training	Evaluator	Date	Competency	Evaluator	Date	Trainee Acknowledgment
Orientation & Safety – Section is applicable to new employees only							
Received Facility Orientation	✓	<i>[Signature]</i>	08/08/20	✓	<i>[Signature]</i>	08/08/20	<i>[Signature]</i>
Completed Safety Training	✓	<i>[Signature]</i>	08/08/20	✓	<i>[Signature]</i>	10/08/20	<i>[Signature]</i>
Safety SOP's Read & Signed	✓	<i>[Signature]</i>	08/08/20	✓	<i>[Signature]</i>	10/08/20	<i>[Signature]</i>
Orientated to LAB Location(s)	✓	<i>[Signature]</i>	08/08/20	✓	<i>[Signature]</i>	08/08/20	<i>[Signature]</i>
Oriented to Fire Extinguishers & Emergency Exits	✓	<i>[Signature]</i>	08/08/20	✓	<i>[Signature]</i>	10/08/20	<i>[Signature]</i>
Specimen Handling							
Specimen Handling SOP's Read & Signed	✓	<i>[Signature]</i>	08/08/20	✓	<i>[Signature]</i>	08/08/20	<i>[Signature]</i>

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Patient Registration on the LIS (Skylims)	✓	Dishya	08/08/20	✓	Dishya	13/08/20			
Sample Ordering	✓		08/08/20	✓		13/08/20			
Venipuncture	✓	Dishya	08/08/20	✓	Dishya	13/08/20			
Other specimen collection performed. Use comments.	✓		08/08/20	✓		13/08/20			
Specimen Processing	✓		08/08/20	✓		13/08/20			
Specimen Referral	✓		08/08/20	✓		13/08/20			
Specimen Rejection & Notification	✓		08/08/20	✓		13/08/20			
Printing out of reports	✓		08/08/20	✓		13/08/20			
Delivery of reports to Dr's rooms	✓		08/08/20	✓		13/08/20			
Reading of Temperatures	✓		03/08/20	✓		03/08/21			
Hematology									
Hematology SOP's Read & Signed	✓		Dishya	08/08/20		✓	Dishya	08/08/20	
Loading specimens onto the Instruments	✓	08/08/20		✓	08/08/20				
Quality controls reviewing	✓	08/08/20		✓	14/08/20				
Reporting Results onto the LIS	✓	08/08/20		✓	14/08/20				
Specimen Rejection & Notification	✓	08/08/20		✓	14/08/20				
Specimen Dilution Procedure	✓	08/08/20		✓	14/08/20				
Critical Result Procedure	✓	08/08/20		✓	14/08/20				
Amended Result Procedure	✓	08/08/20		✓	14/08/20				
Beckman ACT 5 Instrument	✓	24/08/20		✓	17/08/20				
Differential Slide Preparation & Staining	✓	24/08/20		✓	17/08/20				
Performing Malaria test kit and Staining of the thin smear/ thick smear	✓	22/08/20	✓	17/08/20					
Differential count & Staining	✓	24/08/20	✓	17/08/20					
Performing ABO, Rh grouping	✓	09/09/20	✓	17/09/20					
Performing ESR test method	✓	21/08/20	✓	04/09/20					
HBAIC on the MISPA-i2	✓	09/09/20	✓	15/09/20					
Chemistry/ Endocrinology									

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Chemistry SOP's Read & Signed	✓	Pitby	08/08/20	✓	Pitby	08/08/20	
Loading specimens onto Instruments	✓	Pitby	08/08/20	✓	Pitby	10/08/20	
Quality controls reviewing	✓		08/08/20	✓		10/08/20	
Reporting Results onto the LIS	✓		08/08/20	✓		12/08/20	
Specimen Rejection & Notification	✓		08/08/20	✓		13/08/20	
Specimen Dilution Procedure	✓		08/08/20	✓		13/08/20	
Critical Result Procedure	✓		08/08/20	✓		13/08/20	
Amended Results Procedure	✓		31/08/20	✓		01/09/20	
Roche Cobas C111 Instrument 143829	✓		21/08/20	✓		28/08/20	
Roche 9180 Electrolyte Analyzer 143413	✓		25/08/20	✓		28/08/20	
Beckman Access Instrument 143698	✓		27/08/20	✓		28/08/20	
Roche Cardiac Reader 143749	✓	25/08/20	✓	28/08/20			
AU480 Beckman Analyzer 143703	✓	21/08/20	✓	03/09/20			
Cardiac Reader - Cobas h232 143751	✓						
MISPA -i3 Analyser	✓						
Molecular							
Molecular SOP's Read & Signed	✓	Pitby	08/08/20	✓	Pitby	08/08/20	
Loading specimens onto Instruments	✓	Pitby	08/08/20	✓	Pitby	08/08/20	
Quality controls reviewing	✓		08/08/20	✓		11/08/20	
Reporting results onto the LIS	✓		08/08/20	✓		12/08/20	
Specimen Rejection & Notification	✓		08/08/20	✓		13/08/20	
Critical Result Procedure	✓		08/08/20	✓		13/08/20	
Amended Result Procedure	✓		08/08/20	✓		13/08/20	
GeneXpert Instrument 147904	✓		13/01/21	✓		21/01/21	
Beckman Aquios CL Instrument 143713	✓		26/08/20	✓		31/08/20	
Ilex Panther Analyser 143750	✓		27/08/20	✓		07/09/20	
Manual Methods							

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Cryptococcal Antigen	✓	P/15/140	08/08/20	✓	P/15/120	13/08/20	
Hepatitis Kitis (A,B,C) 143228	✓		09/08/20	✓		16/09/20	
Helicobacter Pylori 144190	✓		11/08/20	✓		24/08/20	
BHCG kits 143 484	✓		11/08/20	✓		18/08/21	
HIV Determine-- 148 973	✓						
Microbiology 144213							
Urine Dipstick	✓	P/15/140	10/09/20	✓	P/15/120	11/09/20	
Microscopy – Cell count	✓		10/09/20	✓		11/09/20	
Culturing on Agar plate	✓		10/09/20	✓		11/09/20	
MicroScan autoSCAN4	✓		10/09/20	✓		17/05/20	

Comments _____