

Proteus Laboratories
Training & Competency Form

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	Effective (or Post) Date:	31 May 2016
Review History	Date of last review:	31 May 2016
	Reviewed by:	G. Ditshego

Date: 11/06/2020 **Type of Evaluation/Frequency:** Training Competency

Employee Name: Mfundo Skosana New Employee 6-Month Annual

Position/Title: Data capture 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 of 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>	11/06/20	✓	<i>[Signature]</i>	11/06/20	<i>[Signature]</i>
Completed Safety Training	✓	<i>[Signature]</i>	11/06/20	✓	<i>[Signature]</i>	13/06/20	<i>[Signature]</i>
Safety SOP's Read & Signed	✓	<i>[Signature]</i>	11/06/20	✓	<i>[Signature]</i>	12/06/20	<i>[Signature]</i>
Orientated to LAB location(s)	✓	<i>[Signature]</i>	11/06/20	✓	<i>[Signature]</i>	11/06/20	<i>[Signature]</i>
Oriented to Fire Extinguishers & Emergency Exits	✓	<i>[Signature]</i>	12/06/20	✓	<i>[Signature]</i>	13/06/20	<i>[Signature]</i>
Specimen Handling							
Specimen Handling SOP's Read & Signed	✓	<i>[Signature]</i>	11/06/20	✓	<i>[Signature]</i>	11/06/20	<i>[Signature]</i>

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Activity	141556	Training	Evaluator	Date	Competency	Evaluator	Date	Trainee Acknowledgment
Patient Registration on the LIS (Skylims)		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Sample Ordering		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Venipuncture		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Other specimen collection performed. Use comments.		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Specimen Processing		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Specimen Referral		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Specimen Rejection & Notification		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Printing out of reports		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Delivery of reports to Dr's rooms		✓	Dr. M. M. M. M.	11/06/16	✓	Dr. M. M. M. M.	19/06/16	_____
Reading of Temperatures		✓	Dr. M. M. M. M.	04/07/16	✓	Dr. M. M. M. M.	04/07/16	_____
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								
HBAlC on the MISPA-i2								
Chemistry/ Endocrinology								

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<u>Activity</u>	<u>Training</u>	<u>Evaluator</u>	<u>Date</u>	<u>Competency</u>	<u>Evaluator</u>	<u>Date</u>	<u>Trainee Acknowledgment</u>
Chemistry SOP's Read & Signed							
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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Cryptococcal Antigen							
Hepatitis Kits (A, B, C)							
Helicobacter Pylori							
BHCG kits							
HIV Determine--							
Microbiology							
Urine Dipstick							
Microscopy – Cell count							
Culturing on Agar plate							
MicroScan autoSCAN4							

Comments _____
