

Proteus Laboratories
Training & Competency Form

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

Date: 03/06/2016 **Type of Evaluation/Frequency:** Training Competency
Employee Name: Nesipho Dlamini
 New Employee 6-Month Annual
Position/Title: Data Capturer 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 (EOA) 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	✓		03/06/2016	✓		10/03/2016	Dlamini
Completed Safety Training	✓		03/06/2016	✓		10/03/2016	Dlamini
Safety SOP's Read & Signed	✓		03/06/2016	✓		10/03/2016	Dlamini
Orientated to LAB location(s)	✓		03/06/2016	✓		10/03/2016	Dlamini
Oriented to Fire Extinguishers & Emergency Exits	✓		03/06/2016	✓		10/03/2016	Dlamini
Specimen Handling							
Specimen Handling SOP's Read & Signed	✓		03/06/2016	✓		10/03/2016	Dlamini

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Activity 14281

Activity	Training	Evaluator	Date	Competency	Evaluator	Date	Trainee Acknowledgement
Patient Registration on the LIS (Skylims)	✓	Step	03/06/25	✓	Step	10/03/25	Step
Sample Ordering	✓	Step	03/06/25	✓	Step	10/03/25	Step
Venipuncture	✓	Step	03/06/25	✓	Step	10/03/25	Step
Other specimen collection performed. Use comments.	✓	Step	03/06/25	✓	Step	10/03/25	Step
Specimen Processing	✓	Step	03/06/25	✓	Step	10/03/25	Step
Specimen Referral	✓	Step	03/06/25	✓	Step	10/03/25	Step
Specimen Rejection & Notification	✓	Step	03/06/25	✓	Step	10/03/25	Step
Printing out of reports	✓	Step	03/06/25	✓	Step	10/03/25	Step
Delivery of reports to Dr's rooms	✓	Step	03/06/25	✓	Step	10/03/25	Step
Reading of Temperatures	✓	Step	04/03/21	✓	Step	05/05/24	Step
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							
HBA1C 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>
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 _____
