

Proteus Laboratories
Training & Competency Form

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Review History	Effective (or Post) Date:	31 May 2016
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Date: 24/02/2017 **Type of Evaluation/Frequency:** Training Competency

Employee Name: Nosipho Dlamini 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 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	<input checked="" type="checkbox"/>		24/02/17	<input checked="" type="checkbox"/>		24/02/17	Dlamini
Completed Safety Training	<input checked="" type="checkbox"/>		24/02/17	<input checked="" type="checkbox"/>		24/02/17	Dlamini
Safety SOP's Read & Signed	<input checked="" type="checkbox"/>		24/02/17	<input checked="" type="checkbox"/>		24/02/17	Dlamini
Orientated to LAB location(s)	<input checked="" type="checkbox"/>		24/02/17	<input checked="" type="checkbox"/>		24/02/17	Dlamini
Oriented to Fire Extinguishers & Emergency Exits	<input checked="" type="checkbox"/>		24/02/17	<input checked="" type="checkbox"/>		24/02/17	Dlamini
Specimen Handling							
Specimen Handling SOP's Read & Signed	<input checked="" type="checkbox"/>		24/02/17	<input checked="" type="checkbox"/>		24/02/17	Dlamini

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Activity	Training	Evaluator	Date	Competency	Evaluator	Date	Trainee Acknowledgment
Patient Registration on the LIS (Skylims)	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Sample Ordering	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Venipuncture	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Other specimen collection performed. Use comments.	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Specimen Processing	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Specimen Referral	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Specimen Rejection & Notification	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Printing out of reports	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Delivery of reports to Dr's rooms	✓	✓	24/02/17	✓	✓	24/02/17	Malomiri
Reading of Temperatures	✓	✓	04/03/21	✓	✓	04/03/21	Malomiri
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							