

Proteus Laboratories
Training & Competency Form

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

Date: 04/06/2020 **Type of Evaluation/Frequency:** ☒ Training ☒ Competency
Employee Name: Sibisiso Mkhobelo ☐ 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 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	✓	P. Ditshego	04/06/20	✓	P. Ditshego	08/06/20	
Completed Safety Training	✓		04/06/20	✓		08/06/20	
Safety SOP's Read & Signed	✓		04/06/20	✓		08/06/20	
Orientated to LAB location(s)	✓		04/06/20	✓		08/06/20	
Oriented to Fire Extinguishers & Emergency Exits	✓		04/06/20	✓		08/06/20	
Specimen Handling							
Specimen Handling SOP's Read & Signed							

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Activity	141282	Training	Evaluator	Date	Competency	Evaluator	Date	Trainee Acknowledgment
Patient Registration on the LIS (Skylims)	✓		04/06/20	✓		08/06/20		
Sample Ordering	✓		04/06/20	✓		08/06/20		
Venipuncture	✓		04/06/20	✓		08/06/20		
Other specimen collection performed. Use comments.	✓		04/06/20	✓		08/06/20		
Specimen Processing	✓		04/06/20	✓		08/06/20		
Specimen Referral	✓		04/06/20	✓		08/06/20		
Specimen Rejection & Notification	✓		04/06/20	✓		08/06/20		
Printing out of reports	✓		04/06/20	✓		08/06/20		
Delivery of reports to Dr's rooms	✓		04/06/20	✓		08/06/20		
Reading of Temperatures	✓		04/06/20	✓		08/06/20		
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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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 Kiis (A,B,C)							
Helicobacter Pylori							
BHCG kits							
HIV Determine--							
Microbiology							
Urine Dipick							
Microscopy – Cell count							
Culturing on Agar plate							
MicroScan autoSCAN4							

Comments

P/Buys Staff member was competent