

12. MODERATE COMPLEX PERFORMANCE EVALUATION

Employee Role: Adequately perform each standard with minimal prompting by Technical Consultant

Technical Consultant Role: Observe and assess each standard for adherence of procedure and identify areas of needed improvement.

Date: _____ 1st Competency (2 – 7 month) 2nd Competency (8 – 12 month) Annual

Employee Name: _____ Employee Number: _____

Note: The Employee and Technical Consultant shall sign off on each applicable section of POCT as they are completed. The Technical Consultant can be an education nurse, charge person, preceptor, or individuals with expertise approved by the POCC.

Both Employee and Technical Consultant will initial each item as Meets Standard or Does Not Meet	Meets Standard Employee	Meets Standard Technical Consultant	Does Not Meet* Employee	Does Not Meet* Technical Consultant
Read entire procedure (Policy/Procedure for – Name of Blood Analysis System)				
1. Direct Observation of Instrument Maintenance Performance/Function Checks				
• Demonstrates cleaning				
• Discusses all instrument components				
• Discusses running, interpreting Quality Control				
• Discusses when and how to repeat QC (identifies out of range and components for new QC test).				
2. Direct Observation of Routine Patient Test Performance				
• Demonstrates proper sample mixing technique				
• Analyzes and interprets patient sample				
3. Monitoring the Recording and Reporting of Test Results Including Critical Results				
• Discuss reference and critical ranges				
4. Assessment of Test Performance through Internal blind Samples (Use of QC material to simulate patient sample)				
• Performs unknown blind sample without error.				
• Assay range: _____ Result: _____				
5. Evaluation of Problem-solving Skills				
• Discusses failed results				
• Discusses troubleshooting guide (new card, turn analyzer off and on, soft reboot).				
• Completes Learning Quiz				
6. Quality Cross Check and QC rotated amongst staff with records in POC office. (No initialing required Employee/Technical Consultant)				

Comments (*required for all Does Not Meet) : _____

If any standard is documented as Does Not Meet by either Employee/Technical Consultant or Employee does not feel competent, a new Initial Training will need to be performed and documented.

Employee: I feel competent in the subjects/tasks/competencies noted above: Yes No

If NO, I feel I need additional training with the following subjects/tasks/competencies:

Employee Signature: _____ Date: _____

Technical Consultant: I have reviewed this employee's competency in the above-named functions and determined them competent for testing.

Signature: _____ Date: _____