

**Appendix 6A**

**Clinical Technical Supervisor - Competency and Proficiency Assessment**

Section/Unit: \_\_\_\_\_

Initial     Six-month     Annual     Other

Name: \_\_\_\_\_

Test Name/ Method /Instrument: \_\_\_\_\_

Aspect of competency assessed	Date	Evaluator	Reference/additional information
1. Is available to provide consultation to the laboratory			
2. Select test methods that are appropriate for the laboratory's patient population.			
3. Follows SOPs as written			
4. Ensure that the laboratory is enrolled and participating in an approved HHS approved proficiency testing program for each test requiring PT. Appropriate staff reviews conducted when PT results are received from the provider			
5. Ensure that a Quality Control (QC) program is in effect and is adequate for the laboratory's testing performance			
6. Resolve technical problems and insure remedial actions are taken whenever there is a test system failure.			
7. Ensure that patient test results are not reported until all corrective actions have been taken and the test system is functioning properly			
8. Identify training needs and assure that each individual performing tests receives regular in-service training and education appropriate for the tests they are performing.			
9. Evaluate the competency of the testing personnel and assure that all staff members maintain their competency to perform tests accurately, report results promptly, accurately and proficiently.			
10. Use the following techniques, as well as any additional techniques determined by the laboratory to be appropriate for evaluating the competency of the testing personnel <ul style="list-style-type: none"> <li>• Directly observe test performance, including patient preparation, specimen handling, processing and testing.</li> <li>• Monitor the recording and reporting of test results.</li> <li>• Review worksheets, QC records, PT results and PM records.</li> <li>• Directly observe performance of instrument maintenance and function checks.</li> <li>• Assess test performance using previously analyzed samples.</li> <li>• Assessment of problem solving skills.</li> </ul>			
11. Complies with safety practices: <ul style="list-style-type: none"> <li>• Knows risk and risk assessment associated with job duties</li> <li>• Knows the training required for job duties</li> <li>• Verbalize the use and location of MSDS/SDS, Chemical Hygiene Plan, SOP for Exposure Control of Bloodborne Pathogens, and Emergency Procedures Manual</li> <li>• Verbalize the use/ location of Biosafety Plan for SA/Toxins and Infectious Substances and Select Agent Incident Response Plan</li> <li>• Knowledgeable of the Adm. controls including proper hand washing before leaving the laboratory area; knowledgeable of his/her role in the Emergency Preparedness and Response Plan</li> </ul>			

List any observed deficiencies: \_\_\_\_\_

Additional training required and date(s) of training: \_\_\_\_\_

Evaluator's remarks: : \_\_\_\_\_

Technical Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lab Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Attach documentation supporting the findings of compliance. Attach initial training for initial assessment***