

**SLD Specimen Submission  
Competency Record**

Tech/ Medical Personnel: \_\_\_\_\_

Date Completed \_\_\_\_\_

<b>Pre-Analytic Criteria</b>			
<b>Specimens and forms</b>	<b>Date</b>	<b>Tech</b>	<b>Reviewer</b>
Correct media/collection tubes for specimens			
Knowledge of acceptance/rejection criteria			
Specimen labeling and storage			
SLD Clinical Request Form requirements			
SLD Directory of Services Location			
Notifiable Conditions List Location			
<b>Analytic Criteria</b>			
<b>Collection &amp; Submission Performance</b>	<b>Date</b>	<b>Tech</b>	<b>Reviewer</b>
Appropriate collection procedures for specimen type			
Specimen labeling two identifiers			
Specimen labeling corresponding information with General Clinical Request Form			
Fills in SLD Clinical Request Form appropriately-all highlighted areas complete			
Temperature requirements for specific specimen type			
Category A agents handling if applicable			
Rejection criteria Compromised & improperly labeled specimens			
<b>Post-Analytic Criteria</b>			
<b>Packaging &amp; Shipping</b>	<b>Date</b>	<b>Analyst</b>	<b>Reviewer</b>
Online training shipping biological specimens Category B and Category A if applicable			
Knowledge of how and where labeling is placed			
Knowledge of appropriate shipping conditions			
Shipping with dry ice			
Completion of current courier form			
<b>Safety</b>			
<b>Adherence to Biosafety</b>	<b>Date</b>	<b>Analyst</b>	<b>Reviewer</b>
Use of standard precautions			
Ensuring specimen is sealed & packaged securely			
Clinical Request Form in outer sleeve no contact with specimen			
Required labeling for shipping biological specimens			

**Quiz (Must answer correctly for successful competency assessment)**

1. SLD has specific requirements for specimen collection and holding times where can this information be found?

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2. Define an EIP isolate.

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3. Define submitter code. What is your facilities submitter code?

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4. How many identifiers are required on both the Clinical Request Form & specimen?

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5. Highlighted areas on the Clinical Request Form are \_\_\_\_\_ and non-highlighted \_\_\_\_\_.

6. Shipping conditions are dependent on the type of specimen, what are the three different conditions? Where can you find the correct conditions of the specimen to be shipped?

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7. Shipping biological specimen's category B requires a specific label on outer shipping box, how is it designated? \_\_\_\_\_

8. List some examples of a compromised specimen that can cause rejection.

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9. List some example of an improperly labeled specimen that can cause rejection.

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10. List some notifiable conditions in New Mexico. Who must be contacted with a notifiable condition in New Mexico?

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Score: \_\_\_\_\_

**Acknowledgement of Competency**

Tech/Medical Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

Training Designee \_\_\_\_\_ Date: \_\_\_\_\_