

Facility:

Location:

Training Checklist

Trainee: _____

Date: _____ **Trainer:** _____

Test: _____

Trainer should review all material listed below and verify that the trainee has read the appropriate procedures or manufacturer instructions involved and understands them. File completed form appropriately.

Checklist	Date Completed	Trainee Initials	Trainer Initials
1. Trainee reads and understands procedure			
2. Trainer discusses principle of test procedure so that trainee understands scope and purpose of the test.			
3. Trainer identifies materials to perform test and trainee knows location of materials needed.			
4. Trainee observes proper sample collection and handling.			
5. Trainee observes test procedure performed by trainer.			
6. Trainee performs the procedure and should be able to: a. Identify proper sample type, use of the appropriate collection device, labeling, and handling of samples b. Organize work area for testing c. Perform quality control (QC) samples & training panel prior to performing patient samples. d. Set up timer and follow incubation times per the procedure e. Interpretation of results 1) positive 2) negative 3) invalid f. Decontaminate and clean work area, including proper disposal of hazardous waste and sharps			
7. Data entry/Computer. a. Test order and accessioning b. QC and interpretation of results c. Report results and log QC data			

Trainee Comments: _____

Trainee Signature: _____ Date: _____

Trainer Comments: _____

Trainer Signature: _____ Date: _____