

# COMPETENCY FORM -- TECHNICAL SUPERVISOR / CONSULTANT

Clinical consultants, technical consultants, technical supervisors, and general supervisors who are performing testing on patient specimens are also required to have a competency assessment including the six procedures. Those serving as the TC, TS, and/or GS must have competency assessed based on their regulatory responsibilities.

Employee's Name (print L, F, MI) \_\_\_\_\_  
 \_\_\_\_\_ Employee's Signature

Final Competency Approval \_\_\_\_\_ - -

In accordance with CFR 493.1413(B)(8)(II-VI), approval includes (i) Monitoring the recording and reporting of test results, (ii) Review of intermediate test results on worksheets, QC records, PT testing results & P/M records, (iii) Direct observation of performance in instrument maintenance and function checks, (iv) Assessment of test performance through testing previously analyzed specimens, internal blind testing samples or external PT samples, and, (v) Assessment of problem solving skills.

JOB CLASSIFICATION			
<input type="checkbox"/>	TP-M	<input type="checkbox"/>	GS
<input type="checkbox"/>	TP-H	<input type="checkbox"/>	TS
<input type="checkbox"/>	Initial	<input type="checkbox"/>	TC
<input type="checkbox"/>		<input type="checkbox"/>	CC
<input type="checkbox"/>		<input type="checkbox"/>	LD

(Please Check-Off ALL that apply)

Lab Director Approval: \_\_\_\_\_

	Y	N	N/A
1. Is the TC/TS available to provide consultation to the laboratory?			
2. Does the TC/TS select test methods that are appropriate for the laboratory's patient population?			
3. Does the TC/TS assure that performance specifications are established or verified for necessary tests?			
4. Does the TC/TS ensure that the laboratory is enrolled and participating in an approved HHS approved proficiency testing program for each test requiring PT? How well does the laboratory perform PT? Are the appropriate staff reviews conducted when PT results are received from the provider?			
5. Does the TC/TS ensure that a Quality Control (QC) program is in effect and is adequate for the laboratory's testing performance?			
6. Does the TC/TS resolve technical problems and insure remedial actions are taken whenever there is a test system failure?			
7. Does the TC/TS ensure that patient test results are not reported until all corrective actions have been taken and the test system is functioning properly?			
8. Does the TC/TS 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. Does the TC/TS 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. Does the TC/TS use the following techniques, as well as any additional techniques determined by the laboratory to be appropriate for evaluating the competency of testing personnel?			
a. Directly observe test performance, including patient preparation, specimen handling, processing and testing.			
b. Monitor the recording and reporting of test results.			
c. Review worksheets, QC records, PT results and preventive maintenance records.			
d. Directly observe performance of instrument maintenance and function checks.			
e. Assess test performance using previously analyzed samples.			
f. Assessment of problem solving skills.			
g. Evaluate and document testing personnel performance at least semiannually for the first year and annually thereafter.			

COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_