LABORATORY PERSONNEL ORIENTATION & TRAINING

**Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Orientation Completion Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Laboratory Director Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Section/Procedure** | **Review Procedure** | | **Demonstrate/Practice** | | **Competency Met** | |
| **Date** | **Trainer** | **Date** | **Trainer** | **Date** | **Trainer** |
| **General Procedures/Policies** |  |  |  |  |  |  |
| • Personnel Standards |  |  |  |  |  |  |
| • Specimen Collection, Labeling, Handling |  |  |  |  |  |  |
| • Safety Manuals |  |  |  |  |  |  |
| • Reporting Critical/Panic Values |  |  |  |  |  |  |
| **Cholesterol** |  |  |  |  |  |  |
| • Procedure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  QC, PM Calibration ,(Calibration verification if required), Reporting Test Results ,Troubleshooting |  |  |  |  |  |  |
| **Fecal Occult Blood** |  |  |  |  |  |  |
| • Procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QC , Reporting Test, Results Troubleshooting |  |  |  |  |  |  |
| **Glucose** |  |  |  |  |  |  |
| • Procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  QC, PM, Calibration (Calibration verification if required), Reporting Test Results, Troubleshooting |  |  |  |  |  |  |
| **Hemoglobin** |  |  |  |  |  |  |
| •Procedure\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QC, PM, Calibration (Calibration verification if required) , Reporting Test Results, Troubleshooting |  |  |  |  |  |  |
| **Urinalysis** |  |  |  |  |  |  |
| • Dipstick Procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  QC, Reporting Test, Results Troubleshooting |  |  |  |  |  |  |
| • Microscopic |  |  |  |  |  |  |
| **Microbiology** |  |  |  |  |  |  |
| • Rapid Strep A screen Procedure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  QC, Reporting Test, Results Troubleshooting |  |  |  |  |  |  |
| • Influenza A & B test  Procedure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  QC, Reporting Test, Results Troubleshooting |  |  |  |  |  |  |
| **Mycology** |  |  |  |  |  |  |
| • KOH/ Wet Preps |  |  |  |  |  |  |
| • Vaginal pH |  |  |  |  |  |  |
| • Vaginal amines |  |  |  |  |  |  |
| **Urine Pregnancy** |  |  |  |  |  |  |
| • Procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  QC, Reporting Test, Results Troubleshooting |  |  |  |  |  |  |
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PHLOK -1 (Rev 1)