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)