

**CLINICAL CHEMISTRY LABORATORY  
EMPLOYEE ORIENTATION/COMPETENCY ASSESSMENT CHECKLIST**

**Part 1: Identifying Information (Typed)**

DATE:

1. Employee's Name:
2. Position Title: Medical Laboratory Technician
3. Job Description : POC test : UA Multistix/ Chemstrip
4. Organizational Location (Dept/Office/Section): Urinalysis

**Part 2: Signatures**

	Rater's Signature/Date	Reviewing Official's Signature/Date	Employee Signature/Date
a. Competencies & Plan Discussed & Developed by Rater & Employee*			
b. Initial Competencies Assessed			
c. Progress Review**			
d. Final Review**			

\* Signatures Indicate That Expectations Are Understood

\*\*Discussion and Signatures are Required - Narrative is Optional Except When Performance is Unacceptable

**I - INITIAL ORIENTATION (NEW EMPLOYEES)**

- A- New Employee Orientation program :** The New Employee Orientation program is designed to familiarize new staff members with their jobs, the hospital and work-site environment before an employee begin laboratory work and related other activities. This is a mandatory training requirement for all new employees.

	DATE	Training Method	Assessment Method
1. Date attended new employee orientation			
2. Date completed departmental orientation			
3. On the job orientation and training			
4. Evaluate and establish initial competencies			

- B- Position/Job Specific Orientation:** Supervisor or designated staff member (preceptor) provides new employee orientation and initial training to his/her job responsibilities, reviews position description, establishes and discusses performance standards, competencies, behavioral indicators, training requirements, and the performance evaluation process.

Competency Assessment :	EMPLOYEE ACK (INITIALS)	VALIDATOR CHECK
1. For initial validation, reads entire Policy/Procedure (SOP)		
2. Completes and passes written test (Passing criteria is 100%)		
3. Performs ONE unknown (patient specimens from Clinical Chemistry)		
a. Observes universal precautions		
b. Checks expiration date of strips		
c. Closes vial of strips after removal of strip for test		
d. Mixes specimen 10 times by inversion		
e. Dips appropriately, blots off excess		
f. Matches up strip to reagent pads successfully		
g. Differentiates between positive vs negative test results		
h. Reads reagent pads correctly - achieves passing grade on unknown		
4. Knows storage requirements of specimen if not immediately dipped and read		
5. Understands quality control requirements		
1. CRITICAL POINTS — STAFF PLACES INITIALS BY EACH ONE		
a. Interfering substances: Glucose- High concentrations of Vitamin C (ascorbic acid) and moderately high amounts of ketones (40 mg/dl) may cause false negatives for specimen containing small amounts of glucose (100 mg/dl).		
b. QC: Two levels of liquid QC must be run and documented every day.		
c. Reading results: Must read pads within indicated times, else blood and glucose may give false positives.		

# Hospital Laboratory Competency Manual

**Padhraic Smyth**



## **Hospital Laboratory Competency Manual:**

Respiratory Care Clinical Competency Lab Manual Sandra T Hinski, 2013-12-10 Respiratory Care Clinical Competency Lab Manual provides the practical skills needed to apply classroom theory to clinical practice This text has the flexibility to be used in conjunction with all other respiratory care titles as well as in other disciplines that require competencies in respiratory therapy With detailed step by step procedures supporting procedural illustrations hands on lab exercises case studies and critical thinking questions this text helps you understand and apply theoretical knowledge by demonstrating specific skills Procedural competency evaluation forms help you to assess your progress and performance of specific procedures Detailed structured lab activities provide hands on opportunities to assess psychomotor and patient communication skills in a controlled environment Content correlation to NBRC combined CRT RRT exam content outlines helps you better prepare for credentialing exams Step by step procedural competencies prepare you for the RT competency areas established by the American Association of Respiratory Care AARC and meet the national practice standards for patient care Up to date coverage of current technology equipment Clinical Practice Guidelines CPGs CPR guidelines and CDC recommendations and mass casualty disaster management equips you with the most state of the art training for respiratory care Integration of case based questions within the lab activities helps you develop and promote your critical thinking abilities UNIQUE Coverage of polysomnography addresses clinical evaluation in this expanding specialty area Over 200 images provide visual guidance on how to perform procedures UNIQUE Reality Check boxes arm you with practical knowledge on real world application of various procedures UNIQUE Tip boxes supply you with helpful pointers for the clinical arena Glossary of terms offers quick reference to terms presented in the text

**Clinical Virology Manual** Richard L. Hodinka, Stephen A. Young, Benjamin A. Pinsky, 2020-07-10 The definitive clinical virology resource for physicians and clinical laboratory virologists The clinical virology field is rapidly evolving and as a result physicians and clinical laboratory virologists must have a reliable reference tool to aid in their ability to identify and diagnose viral infections to prevent future outbreaks In this completely revised edition of the Clinical Virology Manual Editor in Chief Michael Loeffelholz along with Section Editors Richard Hodinka Benjamin Pinsky and Stephen Young have compiled expert perspectives of a renowned team of clinical virology experts and divided these contributions into three sections to provide the latest information on the diagnosis of viral infections including ebola HIV and Human papillomavirus state of the art diagnostic technologies including next generation sequencing and nucleic acid amplification methods taxonomy of clinically important viruses such as polyomaviruses and zoonotic viruses This comprehensive reference also includes three appendices with vital information on reference virology laboratories at the Centers for Disease Control and Prevention state and local public health laboratories and international reference laboratories and laboratory systems Additionally a new section Diagnostic Best Practices which summarizes recommendations for diagnostic testing and cites evidence based guidelines is included in each viral pathogens

chapter Clinical Virology Manual Fifth Edition serves as a reference source to healthcare professionals and laboratorians in providing clinical and technical information regarding viral diseases and the diagnosis of viral infections     **A Manual of**

**Clinical Laboratory Methods** John Benjamin Nichols,1901 Gives a short history of American papermaking before the Revolution and describes the processes used by the colonial papermakers from the separating of rag fibers to the final finishing or glazing     *Clinical Laboratory Management* Timothy C. Allen,Vickie S. Baselski,Deirdre L. Church,Donald S. Karcher,Michael R. Lewis,Andrea J. Linscott,Melinda D. Poulter,Gary W. Procop,Alice S. Weissfeld,Donna M.

Wolk,2024-03-25 Clinical Laboratory Management Apply the principles of management in a clinical setting with this vital guide Clinical Laboratory Management Third Edition edited by an esteemed team of professionals under the guidance of editor in chief Lynne S Garcia is a comprehensive and essential reference for managing the complexities of the modern clinical laboratory This newly updated and reorganized edition addresses the fast changing landscape of laboratory management presenting both foundational insights and innovative strategies Topics covered include an introduction to the basics of clinical laboratory management the regulatory landscape and evolving practices in the modern healthcare environment the essence of managerial leadership with insights into employee needs and motivation effective communication and personnel management including the lack of qualified position applicants burnout and more financial management budgeting and strategic planning including outreach up to date resources for laboratory coding reimbursement and compliance reflecting current requirements standards and challenges benchmarking methods to define and measure success the importance of test utilization and clinical relevance future trends in pathology and laboratory science including developments in test systems human resources and workforce development and future directions in laboratory instrumentation and information technology an entirely new section devoted to pandemic planning collaboration and response lessons learned from COVID 19 and a look towards the future of laboratory preparedness This indispensable edition of Clinical Laboratory Management not only meets the needs of today s clinical laboratories but anticipates the future making it a must have resource for laboratory professionals managers and students Get your copy today and equip yourself with the tools strategies and insights to excel in the complex and ever changing world of the clinical laboratory     **Manual of**

**Molecular and Clinical Laboratory Immunology** John L. Schmitz,Barbara Detrick,Maurice R. O'Gorman,2024-12-24 THE authoritative guide for clinical laboratory immunology For nearly 50 years the Manual of Molecular and Clinical Laboratory Immunology has been the premier resource for laboratories students and professionals involved in the clinical and technical details of diagnostic immunology testing The 9th Edition continues its tradition of providing comprehensive clinical and technical information on the latest technologies used in medical and diagnostic immunology Led by a world renowned group of authors and editors this new edition reflects substantial changes aimed at improving and updating the Manual s utility while reflecting the significant transformations that have occurred since the last edition including the revolution of gene

editing and the widespread adoption of molecularly engineered cellular therapies Topical highlights include Laboratory Management three new chapters cover essential aspects of quality assurance quality improvement and quality management aligning with the increasingly stringent and demanding regulatory environment Inborn Errors of Immunity the primary immunodeficiency section has been completely updated to align with the latest International Union of Immunological Societies classifications of inborn errors of immunity Functional Cellular Assays expanded content includes detailed discussions on various functional assays critical for modern immunologic testing Autoimmune Diseases expanded chapters on systemic and organ specific autoimmune disorders including new chapters on Sj gren s syndrome and deficiency of ADA2 as well as significant updates on organ specific autoimmune diseases Transplantation Immunology updated chapters detail the assessment of immune reconstitution and ABO testing reflecting latest practices The 9th Edition of the Manual of Molecular and Clinical Laboratory Immunology serves as an invaluable resource for laboratory directors clinicians laboratory managers technologists and students It provides critical insights into the selection application and interpretation of immunologic tests offering practical guidance on troubleshooting clinical application and an understanding of test limitations This comprehensive and up to date manual remains an essential tool for anyone involved in the diagnosis evaluation and management of immune mediated and immune system related disorders

#### **Study Guide and Procedure Checklist**

**Manual for Kinn's The Clinical Medical Assistant - E-Book** Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Martha (Marti) Garrels,Helen Mills,2016-06-07 Get more practice with the essential medical assisting job skills Designed to support Kinn s The Clinical Medical Assistant An Applied Learning Approach 13th Edition Kinn s The Clinical Medical Assistant Study Guide and Procedure Checklist Manual Package An Applied Learning Approach 13th Edition offers a wide range of exercises to reinforce your understanding of common clinical skills including CAAHEP and ABHES competencies A variety of exercises test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true false questions Additional exercises enhance learning with skills and concepts word puzzles case studies workplace applications and Internet activities Procedure checklists help you track your performance of every procedure included in the textbook Work products allow you to provide documentation to instructors and to accrediting organizations when a competency has been mastered Cross references tie together exercises in the study guide to the Connections theme in the main text NEW Eight procedure checklists based on CAAHEP competencies provide an assessment tool for MA procedures NEW Glucometer test results and Mantoux test records allow you to assess how well you re able to perform these procedures NEW SimChart for the Medical Office Connection ties EHR cases to appropriate chapters

#### **Resources in Education** ,1997-07

**Clinical Hematology** Mary Louise Turgeon,2005 This established entry level hematology text enters its Fourth Edition with even more of the focused coverage and learning tools that have made it so successful Well illustrated and reader friendly the book features extensive study and review tools including learning objectives case studies procedure boxes and

review questions The fully updated Fourth Edition includes new material on safety issues transplants sickle cell anemia and genetic diagnostics New chapters address flow cytometry cytochemistry and hemostasis and coagulation Chapter summaries have been boxed for rapid reference and this edition includes an expanded 16 page color insert Midwest *The Comprehensive Respiratory Therapist Exam Review - E-Book* James R. Sills, 2015-03-16 NEW Therapist Multiple Choice Exam TM CE practice test aligns with the new 2015 NBRC Written Exam UPDATED Revised content reflects the 2015 NBRC Detailed Content Outline and examination matrix so you know exactly what to expect on the exams and can review each of the areas covered on the matrix NEW More analysis type questions added to the end of chapter self study questions reflect changes in the matrix content outlines NEW Greater consistency in formulas abbreviations and equations achieved through aligning the text and Evolve site to comprehensive Abbreviation and Equation Glossaries EXPANDED 22 clinical simulations feature shortened sections and align with the new 2015 NBRC Clinical Simulation Exam in both study mode and exam mode giving you the opportunity to practice this difficult portion of the Registry Exam on Evolve NEW Standard Normal Range Guide features reference tables with normal values of various parameters used in respiratory care assessment EXPANDED New practice exams on Evolve including one 140 question TM CE with automatic scoring to delineate entry and advanced credentialing levels let you assess your understanding in both study untimed and exam timed modes Koneman's Color Atlas and Textbook of Diagnostic Microbiology Elmer W. Koneman, 2006 Long considered the definitive work in its field this new edition presents all the principles and practices readers need for a solid grounding in all aspects of clinical microbiology bacteriology mycology parasitology and virology Tests are presented according to the Clinical and Laboratory Standards Institute formerly NCCLS format This extensively revised edition includes practical guidelines for cost effective clinically relevant evaluation of clinical specimens including extent of workup and abbreviated identification schemes New chapters cover the increasingly important areas of immunologic and molecular diagnosis Clinical correlations link microorganisms to specific disease states Over 600 color plates depict salient identification features of organisms **Clinical Microbiology Procedures Handbook, Multi-Volume** Amy L. Leber, Carey-Ann D. Burnham, 2024-11-13 Gold Standard consensus based procedures from the experts The Clinical Microbiology Procedures Handbook 5th edition provides those engaged in microbial analysis of clinical specimens with procedures for the detection identification and characterization of microorganisms involved in human infections This unique and valuable collection of step by step descriptions of the numerous testing modalities used in the clinical microbiology laboratory was written and edited by highly knowledgeable laboratorians The 5th edition features two new sections one on blood cultures and one on MALDI TOF MS and the sections on molecular diagnostics virology and serology were extensively revised and updated Presented over multiple volumes this handbook enables laboratory staff to perform all analyses including appropriate quality control recommendations from the receipt of the specimen through processing testing interpretation presentation of the final report and subsequent consultation If you

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**Library of Congress Subject Headings** Library of Congress, Library of Congress. Subject Cataloging Division, Library of Congress. Office for Subject Cataloging Policy, 1998

**Clinical Immunodiagnostics: Laboratory Principles and Practices** Ian C. Clift, 2020-02-07 A contemporary guide to the diagnostic principles and practices of immunology and serology in the clinical laboratory

Study Guide and Procedure Checklist Manual for Kinn's The Clinical Medical Assistant - E-Book Brigitte Niedzwiecki, Julie Pepper, 2022-06-23 Designed to support the trusted content in Kinn's The Clinical Medical Assistant 14th Edition this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure your mastery of clinical medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common clinical skills including new certification preparation questions that offer additional practice for certification exams a new chapter review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years Kinn's Clinical Study Guide and Procedure Checklist Manual also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Hundreds of practice questions test your knowledge and comprehension with vocabulary review multiple choice fill in the blank and true false questions Skills practice workplace applications and online activities promote your critical thinking skills Procedure checklists help you track your performance of key toward mastery of key skills and job readiness Work products allows you to provide documentation or file in professional portfolios to use in job searching Chapter by chapter correlation with the textbook allows you to easily test your comprehension as you go Perforated pages are easily removed for on the go study or turn in assignments and evaluations NEW Chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid medical foundation NEW Streamlined presentation of the material combines chapters in an easier to read format NEW Certification Preparation questions help you focus on becoming certification ready from Day 1

**Molecular Pathology in Clinical Practice** Debra G.B. Leonard, 2007-11-25 Molecular Pathology In Clinical Medicine is an authoritative comprehensive textbook that provides the general pathologist in clinical practice as well as residents and fellows during their training with the current standard in molecular testing The text is divided into 8 sections as defined by the molecular pathology specialty board genetics inherited cancers infectious disease neoplastic hematopathology solid tumors HLA typing identity testing and laboratory management The book integrates the latest advancements in the field with the basic principles and practical applications Each chapter discusses the clinical significance of each diagnostic test available assays quality control and lab issues interpretation and reasons for testing Chapters cover such topics as HIV herpes hepatitis deafness developmental disorders bioterrorism warfare organisms lymphomas breast cancer and melanoma forensics parentage and much more 189 illustrations 45 of them in full color illustrate the principles outlined in the text This textbook

is a classic in the making and a must have reference to meet the needs of every pathologist resident and fellow

**Labmedicine** ,2006      **Immunology & Serology in Laboratory Medicine - E-Book** Mary Louise Turgeon,2020-12-16  
Building on a solid foundation of knowledge and skills this classic text from trusted author Mary Louise Turgeon clearly explains everything from basic immunologic mechanisms and serologic concepts to the theory behind procedures performed in the lab This go to resource prepares you for everything from mastering automated techniques to understanding immunoassay instrumentation and disorders of infectious and immunologic origin Packed with learning objectives review questions step by step procedures and case studies this text is the key to your success in today s modern laboratory environment Procedural protocols help you transition from immunology theory to practical aspects of the clinical lab Case studies allow you to apply your knowledge to real world situations and strengthen your critical thinking skills Updated illustrations photographs and summary tables visually clarify key concepts and information Full color presentation clearly showcases diagrams and micrographs giving you a sense of what you will encounter in the lab Learning objectives and key terms at the beginning of each chapter provide measurable outcomes and a framework for organizing your study efforts Review questions at the end of each chapter provide you with review and self assessment opportunities NEW Highlights of Immunology chapter presents a clear accessible and easy to understand introduction to immunology that will help you grasp the complex concepts you need to understand to practice in the clinical lab NEW Stronger focus on molecular laboratory techniques NEW Ten chapters include COVID 19 related topics including Primer on Vaccines chapter covering newer vaccine production methods focusing on DNA and RNA nucleic acids and viral vectors and covering eight different platforms in use for vaccine research and development against SARS CoV 2 virus NEW All chapters include significant updates based on reviewer feedback NEW Key Concepts interwoven throughout each chapter highlight important facts for more focused learning      **Laboratory and Diagnostic Testing in Ambulatory Care - E-Book** Martha (Marti) Garrels,Carol S. Oatis,2014-11-17 Learn the lab testing skills you need to know Laboratory and Diagnostic Testing in Ambulatory Care A Guide for Health Care Professionals 3rd Edition provides in depth coverage of the most common procedures and techniques of all the new CLIA waived point of care tests along with some moderately complex tests Clear step by step instructions and full color photographs make it easy to perform each test and procedure To reflect the expanding roles of medical assistants and medical lab technicians this edition adds a new chapter on electrocardiography and spirometry Written by noted medical assisting educator Marti Garrels this guide also includes an Evolve companion website with videos structured lab notes and activities for extra practice with clinical laboratory skills Comprehensive coverage of the most common CLIA waived tests prepares healthcare professionals for lab testing in the ambulatory setting A triad organization gives chapters a consistent easy to follow format with 1 fundamental concepts 2 step by step instructions for CLIA waived procedures and 3 advanced concepts that lead to a higher level of critical thinking and decision making A full color atlas section shows common



laboratory and diagnostic findings including depictions of cells casts and crystals Learning objectives begin each chapter with goals for what you should accomplish serve as checkpoints for comprehension and skills mastery and provide a study tool in preparation for examinations Procedure boxes provide step by step instructions and full color photos and illustrations for today s commonly requested CLIA waived lab tests Key terms are listed and defined at the beginning of each chapter as well as included in the book s glossary Common abbreviations and acronyms associated with CLIA waived testing are listed and defined at the beginning of each chapter Review questions at the end of each chapter ask you to recall and assimilate the information you ve learned A workbook matches the chapters in the textbook offering activities and exercises to reinforce laboratory concepts terminology and procedures Sold separately Expert author Marti Garrels brings years of on the job experience an advanced MSA degree dual degrees in medical technology and medical assisting and classroom experience as an instructor and as a medical assisting program director References at the end of each chapter cite related websites for further reading and research An Evolve companion website includes various activities and exercises to enhance learning with problem solving scenarios NEW illustrations and photographs showcase new technology and the performance of lab testing tasks NEW Electrocardiography and Spirometry chapter focuses on the role of the medical assistant and the lab technician in these diagnostic tests NEW content updates the text with a focus on new technology and significant advances made in recent years including the latest CLIA waived test methods      Occupational Outlook Handbook ,2006 Describes 250 occupations which cover approximately 107 million jobs      **Medical Subject Headings** National Library of Medicine (U.S.),1996

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