

Hemoglobin A1c – Afinion™ AS100 and Afinion™ 2 Analyzer Competency

Date: _____ Unit: _____ Operator Name: _____ JHED ID: _____

Instructor supervises discussion and performance of skills; signing the form when all steps are correctly performed. All steps must be performed according to the standard operating procedure in order for competency to be determined adequate. The completed Competency Checklist will be filed in the employee's personnel file.

Competency Category	Performance Indicator	Assessment Tool	Criteria Met	Criteria Not Met																																			
			Trainer ✓																																				
Up to Date	Confirm Operator is up-to-date on their MyLearning Quiz (<i>MyLearning Completion Date:</i> _____)	Exam, QC																																					
QC Performance	Adheres to QC policies and procedures <ul style="list-style-type: none"> - Understands frequency and purpose of Self-Test. - States storage and handling requirements for controls and test cartridges (temperature, open expiration date, open test cartridge use). - States frequency of QC runs. - Observe Operator performing QC run (both levels), including discussion of proper timing of testing steps. 	Observation/ Operator Acknowledgment																																					
	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th rowspan="2">Day</th> <th rowspan="2">Time</th> <th rowspan="2">Cleaned Instr. Monthly</th> <th colspan="2">Test Kit</th> <th colspan="3">Control Level 1 (Acceptable Range: _____)</th> <th colspan="3">Control Level 2 (Acceptable Range: _____)</th> <th colspan="2">QC</th> <th rowspan="2">Operator Initials</th> </tr> <tr> <th>Lot #</th> <th>Exp. Date</th> <th>Lot #</th> <th>Exp. Date</th> <th>Result</th> <th>Lot #</th> <th>Exp. Date</th> <th>Result</th> <th>Pass (√)</th> <th>Fail (√)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Day	Time	Cleaned Instr. Monthly	Test Kit		Control Level 1 (Acceptable Range: _____)			Control Level 2 (Acceptable Range: _____)			QC		Operator Initials	Lot #	Exp. Date	Lot #	Exp. Date	Result	Lot #	Exp. Date	Result	Pass (√)	Fail (√)											
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Specimen Collection	States acceptable specimen type (capillary, venous, EDTA, heparin, citrate) and collection requirements (2 patient identifiers).	Operator Acknowledgment																																					
Routine Patient Test Performance	<ul style="list-style-type: none"> - Reviews finger stick procedure. Capillary must fill completely, with no air bubbles. Do not wipe off outside. Hold cartridge by handle. - Does not open the lid manually and keeps lid closed when analyzer not in use. 	Operator Acknowledgment																																					
Factors Influencing Test Results	Interprets and evaluates test results in regards to test limitations <ul style="list-style-type: none"> - Should not be run on diluted, hemolyzed, or coagulated samples. - Do not use cold test cartridges or if they have been dropped on the floor or testing bench after filling the capillary. 	Operator Acknowledgment																																					
Patient Results	<ul style="list-style-type: none"> - Reference (normal) range is 4.5-6.1% HbA1c. - Understands the reportable range is 4.0-15.0% HbA1c, reliable within a Hemoglobin range of 6-20 g/dL; others must be sent to Core Lab. - Can retrieve QC and Patient Records. - Understands that visitors and staff may not be tested. They should go to Employee Health or the ED or the code team should be called. 	Operator Acknowledgment																																					
Problem Solving Skills	Discusses the purpose of the built-in failsafe mechanisms. Analyzer terminates any test when a problem is detected. Understands the meaning of the various light signals on the analyzer. Discusses basic troubleshooting with common information/error codes.	Operator Acknowledgment																																					
Safety	<ul style="list-style-type: none"> - Adheres to Standard Precautions protocol throughout testing procedure. - Exterior cleaned as needed; Cartridge Chamber cleaning documented every 30 days and as needed. - Discards biohazardous materials according to policies. 	Operator Acknowledgment																																					
Training New Operators	Can program new users on the Afinion. Can locate the Point of Care webpage. (http://pathology.jhu.edu/department/staff/POCT/home.cfm)	Operator Acknowledgment																																					
Procedure Review	States competency requirements (Annual performance of successful quality control-both levels and annual online MyLearning quiz.)	Operator Acknowledgment/ Direct Observation																																					
	Locates and reads the current version of the procedure (POCTW012) on HPO or POCT web page. (http://pathology.jhu.edu/department/staff/POCT/home.cfm)																																						

_____ Is competent to perform Hemoglobin A1c testing using the Afinion™ AS100 and/or Afinion™ 2 Analyzer.
 _____ Requires retraining in order to perform Hemoglobin A1c testing using the Afinion™ AS100 and/or Afinion™ 2 Analyzer.

Trainer signature: _____ Date: _____

POCC or Nurse Educator signature: _____ Date: _____