POCC or POCT-approved trainer leads hands-on discussion and supervises performance of skills, signing the form when all steps are correctly performed and each box below is filled out. The completed Training and Competency Checklist must be filed in the employee’s personnel file and a copy emailed, faxed, or supplied to the POCT Office.

## Competency Category

### Performance Indicator

<table>
<thead>
<tr>
<th>Assessment Tool</th>
<th>Criteria Met</th>
<th>Criteria Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Criteria

- **Reagent Stability and Storage**
  - Maintains a working knowledge of Test Kits and QC storage:
    - Records open and expiration dates on Hemoccult Slide box and Hemoccult Developer.
    - Understands expiration dates of consumables (manufacturer’s expiration); does not use expired materials.

- **QC Performance**
  - Adheres to QC policies and procedures, including labeling of Hemoccult Slides:
    - Runs appropriate QC at defined frequency (Minimum weekly, after each test, opening new slides/developer, training, annually).
    - Verifies QC (Performance Monitors) is within acceptable limits.
    - Properly interprets results and completes the QC Log (QC Pass/Fail) (Dating) (Recording Results).
    - Adheres to defined Corrective Action for out-of-range QC results.
    - Demonstrates performance of QC, obtains acceptable results, and properly completes QC log (See Below for Initial Competency).

- **Specimen Collection**
  - States acceptable specimen type (stool with special diet restrictions recommended), and collection and labeling requirements (no label on lid, two patient identifiers).

- **Routine Patient Testing**
  - Adheres to Patient Testing procedure, as outlined in POCTW002:
    - Hemoccult Slides labeled properly (patient label, two patient identifiers).
    - Maintains a working knowledge of the steps for testing patient samples (timing) (Fecal Occult Blood) (Perf Monitors).

- **Factors Influencing Test Results**
  - Interprets and evaluates test results in regards to test limitations and interferences. Refer to SOP for full list:
    - Example: foods with peroxidase activity, vitamin C, blood present intermittently, healthy patients may test positive.

- **Documentation of Patient Results**
  - Completes Patient Result Log as needed.
  - Correctly documents all patient results on the patient’s chart.

- **Problem Solving Skills**
  - Understands interpretation and corrective action for Invalid and Abnormal Test Results (repeat; consult with provider).
  - Understands POCT Office Contact Information (5-2645 M-F; POCT Consult on CORUS, POCTGroup email).

- **Safety**
  - Adheres to Standard Precautions throughout testing procedures. Discards biohazardous materials according to policies.

- **Procedure Review**
  - Acknowledges ongoing competency requirements (Annual successful completion of both levels of QC and passing eLearning module).
  - Locates and reads the current version of the SOP (POCTW002) – accessing through POCT website or HPO.

### Hemoccult Slides

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>JHED ID / Initials</th>
<th>Hemoccult Slides</th>
<th>Hemoccult Developer</th>
<th>Performance Monitor</th>
<th>QC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lot #</td>
<td>Exp Date</td>
<td>Lot #</td>
<td>Exp Date</td>
</tr>
</tbody>
</table>

### Initial Competency

I have reviewed this checklist with the new operator and observed their completion of QC. POCC/Trainer Initials signify this operator:

- **Is Competent to perform the Hemoccult Test for Fecal Occult Blood**
- **Requires retraining before performing patient testing using the Hemoccult Test for Fecal Occult Blood**

Operator Signature: ___________________________ Date: ____________

Trainer Signature: ___________________________ Date: ____________

Revision 09/2020