



Pathology Volume I – POCT and Phlebotomy/Specimen Collection, POCT WAIVED TESTS  
 POCTW040: Manual Urine Pregnancy Testing – OSOM Card Pregnancy Test  
 Appendix C: Manual Urine Pregnancy Initial Training and Competency Checklist

**Manual Urine hCG Testing – OSOM Card Pregnancy Test Initial Training and Competency**

Date: \_\_\_\_\_ Unit: \_\_\_\_\_ Operator Name: \_\_\_\_\_ JHED ID: \_\_\_\_\_

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	Assessment Tool	Criteria Met	Criteria Not Met
			Trainer V	
eLearning	New testing personnel up-to-date on eLearning quiz <i>prior</i> to initial training ( <b>MyLearning Completion Date:</b> _____).	Exam		
Reagent Stability and Storage	Maintains a working knowledge of Test Kits and QC storage: - Records open and expiration dates on Test Kits and QC vials. Does not use expired reagents. - Understands expiration dates of consumables (hCG Test Kits – Manufacturer’s Expiration) (QC Vials – One Month at Room Temp).	Direct Observation		
QC Performance	Adheres to QC policies and procedures, including labeling of Test Units: - Runs appropriate QC at defined frequency (Minimum weekly, opening new kits or QC, unexpected results, training, annually). - Verifies QC is within acceptable limits, and adheres to defined Corrective Action for out-of-range QC results. - Properly interprets results and completes the QC Log (Internal QC) (QC Pass/Fail) (Dating) (Recording Results). - Demonstrates performance of QC, obtains acceptable results, and properly completes QC log ( <i>See Below for Initial Competency</i> ).	Direct Observation		
Specimen Collection	States acceptable specimen type (fresh urine), and collection and labeling requirements (no label on lid, two patient identifiers).	Direct Observation		
Routine Patient Testing	Adheres to Patient Testing procedure, as outlined in POCTW040: - Test Devices labeled properly (patient label with two patient identifiers, or handwritten QC information – L1/Neg or L2/Pos). - Maintains a working knowledge of the steps for testing patient samples (uses sample pipette for 3 drops, interpret results at 3 minutes with timer).	Direct Observation		
Factors Influencing Test Results	Interprets and evaluates test results in regards to test limitations. Refer to SOP for full list: - Example: bloody urine specimens may impede result interpretation.	Direct Observation		
Documentation of Patient Results	- Confirms acceptability of Internal QC on each Reaction Unit prior to reporting patient results. - Uses EPIC code <b>POC99</b> to order and result <i>all</i> Manual Urine hCG Results.	Direct Observation Review of Records		
Problem Solving Skills	Understands interpretation and corrective action for Invalid and Abnormal Test Results (quantitative testing, repeat test in 48-72 hours). Understands POCT Office Contact Information (5-2645 M-F; POCT Consult on CORUS, POCTGroup email).	Direct Observation		
Safety	Adheres to Standard Precautions throughout testing procedures. Discards biohazardous materials according to policies.	Direct Observation		
Procedure Review	Acknowledges ongoing competency requirements (Annual <u>successful</u> completion of both levels of QC and passing eLearning module).	Direct Observation Operator Acknowledgement		
	Locates and reads the current version of the SOP ( <b>POCTW040</b> ) – accessing through POCT website or HPO. <a href="http://pathology.jhu.edu/department/staff/POCT/procedures.cfm">http://pathology.jhu.edu/department/staff/POCT/procedures.cfm</a>			

Date	Time	JHED ID	Test Kit (information on box)		Level 1 QC (Acceptable Result: Neg)				Level 2 QC (Acceptable Result: Pos)				QC		Comments	
			Lot #	Exp Date	Lot #	Exp Date (Room Temp)	Result	Internal QC Ok?	Lot #	Exp Date (Room Temp)	Result	Internal QC Ok?	Pass (√)	Fail (×)		

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 Manual Urine hCG testing using the OSOM Card Pregnancy Test* \_\_\_\_\_  
*Requires retraining before performing patient testing using the OSOM Card Pregnancy Test* \_\_\_\_\_

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_