POCT - TRAINING AND COMPETENCY RECORD

Name of Trainee   : _____

Designation   : _____

Contact No.   : _____

Location   : _____

N.B: This record should be kept by the Supervisor / Training Officer

No.	Scope	**Score	Date of Training	Signature of Trainer
1.0	**THEORY**			
1.1	Method/principle of test			
1.2	Handling and preparation of reagent/test strips/cassette			
1.3	Proper storage conditions for strips/cassette/reagents			
1.4	Calibration			
1.5	Internal Quality Controls			
1.6	External Quality Programme/Peer group comparison			
1.7	Maintenance			
1.8	Understanding error messages			
1.9	Basic troubleshooting			
1.10	Test limitation(s) and interference(s)			
1.11	Health and safety regulations & compliance			
1.12	Patient preparation requirements			
1.13	Sample collection procedures			
1.14	Result interpretation & clinical decision limits			
1.15	Incident reporting and adverse events			
2.0	**PRACTICAL SESSION**			
2.1	Maintenance			
2.2	Calibration			
2.3	IQC			
2.4	Sample collection procedures			
2.5	Sample analysis			
	TOTAL SCORE (%)			

SCORE:	TOTAL SCORE	
1 = Poor	>90 %	= Competent, able to train and audit
2 = Below average	80 -90%	= Competent and able to run test
3 = Average	60 - 79%	= Require supervision and re-training
4 = Good	<60%	= Not competent and cannot perform test. Require re-training
5 = Excellent		

SUMMARY / COMMENT

Assessed by :

Name :

Designation :

Date :

Verified by :

Name :

Designation :

Date :