

# DEPARTMENT OF CLINICAL LABORATORY SCIENCES

SCHOOL OF HEALTH PROFESSIONS  
STONY BROOK UNIVERSITY  
STONY BROOK, NEW YORK 11794-8205

## CHEMISTRY COMPETENCY EVALUATION FORM

STUDENT NAME: \_\_\_\_\_ CLINICAL AFFILIATE: \_\_\_\_\_

Section: \_\_\_\_\_ Duration: \_\_\_\_\_ Supervisor/Instructor: \_\_\_\_\_

### Instructions:

1. The student must complete all pertinent objectives/checklist items in order to complete the rotation within each section. If the items are not applicable, indicate "n/a."
2. The evaluator(s) must document the student's acceptable performance in meeting the established tasks in the **Laboratory Safety and Infection Control, Quality Control and Routine Chemistry and Special Chemistry Procedures and Protocols** categories by putting the date the task was performed. The evaluator(s) must document the student's acceptable performance in meeting the established tasks in the **Chemistry Test Skills and Affective Skills** category by checking the appropriate column (1 = none of the time, 2 = some of the time, 3 = most of the time, 4 = all of the time).
3. The instructor and student must sign this form after it has been completed at the end of the clinical rotation.
4. **PLEASE NOTE** that grades of 2 or 1 may result in remediation for the student and need to be brought to the attention of the Clinical Coordinator and the student.

LABORATORY SAFETY AND INFECTION CONTROL	DATE PERFORMED	EVALUATOR SIGNATURE
1. IDENTIFIES LOCATION OF SAFETY DEVICES		
A. Fire Extinguishers		
B. Fire Alarms		
C. Fire Blankets		
D. Eye Washes		
E. Emergency Exits		
F. Safety Showers		
G. First Aid Kit		
H. Incident Reports		

Student acceptable performance: 1 = None of the Time 2 = Some of the time 3 = Most of the time 4 = All of the time

LABORATORY SAFETY AND INFECTION CONTROL	1	2	3	4	EVALUATOR SIGNATURE
REVIEWS AND ADHERES TO DEPARTMENT'S PROTOCOL FOR HANDLING BLOOD & BODY FLUIDS					
A. Disposes of hazardous waste according to protocol					
B. Decontaminates work area and spills according to protocol					
C. Uses personal protective equipment appropriately (gloves, face shields)					

LABORATORY SKILLS & QUALITY ASSURANCE	DATE PERFORMED	EVALUATOR SIGNATURE
PERFORMS APPROPRIATE GENERAL LAB EQUIPMENT QC PROCEDURES ACCORDING TO PROTOCOL:		
A. Refrigerators/Freezers		
B. All other temperature dependent equipment (water baths, heating baths, ovens, incubators, etc.)		
C. Centrifuges		
D. Pipet calibration		
REVIEWS CHEMISTRY QUALITY CONTROL PROCEDURES		
A. Protocol for establishing <i>new</i> control material values for mean and "acceptable range."		
B. Protocol for Linearity Testing		
C. Protocol for Proficiency Testing		

Student acceptable performance: 1 = None of the Time 2 = Some of the time 3 = Most of the time 4 = All of the time

LABORATORY SKILLS AND QUALITY ASSURANCE	1	2	3	4	EVALUATOR SIGNATURE
1. Records test results accurately and legibly					
2. Organizes workload appropriately to prioritize STATs, and completes work assigned					
3. Identifies location of standard operating procedure manual(s)					
4. Reviews protocols for specimen management, including special collection requirements, storage and rejection procedures					
5. Reviews protocol for the use of the Laboratory Information System. Demonstrates ability to enter, review and retrieve data.					

ROUTINE CHEMISTRY PROCEDURES	1	2	3	4	EVALUATOR SIGNATURE
<b>Manual Tests (to Include Ketones, Qualitative HCG, Others _____)</b> <b>Minimum # of Tests = 10 (each available test)</b>					
1. Reviews manual procedures and assay principles					
2. Performs patient tests according to protocol					
3. Chooses appropriate pipeting device for volumes required					
4. Pipets accurately and precisely					
Reagents/Calibrators/Quality Control Materials:					
1. Prepares and stores reagents appropriately					
2. Prepares calibrators and quality control materials accurately					
3. Performs assay Calibration and Quality Control accurately					
Result Interpretation:					
1. Interprets Calibration data and Quality Control results accurately					
2. Assures Quality Control results are within "acceptable range"					
3. Recognizes and performs troubleshooting and corrective action as required					
4. Interprets patient results accurately					
5. Recognizes and takes appropriate action for "panic" and "delta check" values					

ROUTINE CHEMISTRY PROCEDURES (Cont'd)	1	2	3	4	EVALUATOR SIGNATURE
<b>Routine Chemistry Profile - Minimum # of tests = 200</b>					
<b>Other Automated Tests (to Include CK-MB Screen, HDL, Ammonia, Alcohol, Lipase, Neonatal T. Bilirubin, Lactic Acid, Others _____)</b>					
<b>Minimum # of tests = 10 (each available test)</b>					
1. Reviews and is able to discuss the protocol for instrument operation and assay principles					
Reagents/Calibrators/Quality Control Materials:					
1. Prepares and stores reagents appropriately					
2. Prepares calibrators and quality control materials accurately					
Instrumentation:					
1. Performs Daily Preventive Maintenance					
2. Observes Weekly/Monthly Preventive Maintenance					
3. Performs Calibration as required					
4. Recognizes need for troubleshooting					
5. Follows systematic schemes for troubleshooting and takes appropriate corrective action					
6. Operates instrument and performs patient tests according to protocol					
Result Interpretation:					
1. Interprets Quality Control results accurately					
2. Assures Quality Control results are within "acceptable range"					
3. Interprets patient results accurately					
4. Recognizes and takes appropriate action for "panic" and "delta check" values					
<b>Semi-automated Tests</b>					
<b>Minimum # of Tests = 5 (each available test)</b>					
1. Reviews and is able to discuss the protocol for instrument operation and assay principles					
Reagents/Calibrators/Quality Control Materials:					
1. Prepares and stores reagents appropriately					
2. Prepares calibrators and quality control materials accurately					
Instrumentation:					
1. Performs Daily Preventive Maintenance					
2. Observes Weekly/Monthly Preventive Maintenance					
3. Performs Calibration as required					
4. Recognizes need for troubleshooting					
5. Follows systematic schemes for troubleshooting and takes appropriate corrective action					
6. Operates instrument and performs patient tests according to protocol					
Result Interpretation:					
1. Interprets Quality Control results accurately					
2. Assures Quality Control results are within "acceptable range"					
3. Interprets patient results accurately					
4. Recognizes and takes appropriate action for "panic" and "delta check" values					

Student acceptable performance: 1 = None of the Time 2 = Some of the time 3 = Most of the time 4 = All of the time

SPECIAL CHEMISTRY PROCEDURES	1	2	3	4	EVALUATOR SIGNATURE
Automated/Semi-automated Tests (to Include CK-MB Confirmation, TDM, Drugs of Abuse screening and/or confirmation, Hormones, Tumor Markers, Specific proteins, i.e. haptoglobin, C3, C4 Others _____) - Minimum # of tests = 10 (each available test)					
1. Reviews protocol for instrument operation and assay principles					
Reagents/Calibrators/Quality Control Materials:					
1. Prepares and stores reagents appropriately					
2. Prepares calibrators and quality control materials accurately					
Instrumentation:					
1. Performs Daily Preventive Maintenance					
2. Observes Weekly/Monthly Preventive Maintenance					
3. Performs Calibration as required					
4. Recognizes need for troubleshooting					
5. Operates instrument and performs patient tests according to protocol					
Result Interpretation:					
1. Interprets Quality Control results accurately					
2. Assures Quality Control results are within "acceptable range"					
3. Interprets patient results accurately					
4. Recognizes and takes appropriate action for "panic" and "delta check" values					
5. Recognizes and takes appropriate action "toxic" TDM values, recognizes "therapeutic" and "sub-therapeutic" values for TDMs					
Reviews available Special Chemistry methodologies:					
1. Chromatography					
2. Electrophoresis					
3. RIA					
4. Others (Please list: _____)					
Comments:					

\* For additional instruments make copies of checklist as necessary

Student acceptable performance: 1 = None of the Time 2 = Some of the time 3 = Most of the time 4 = All of the time

AFFECTIVE SKILLS	1	2	3	4	EVALUATOR SIGNATURE
1. Arrives at the laboratory at the designated time					
2. Wears the required uniform					
3. Presents a neat and clean professional appearance					
4. Begins work promptly on arrival					
5. Completes all assigned work					
6. When confronted with an error, understands the error, repeats the test and avoids making the same error again.					
7. Makes optimum use of available time by seeking assignments, offering assistance to others and reading relevant instructional aids					
8. Accepts criticism without resentment and attempts to improve					
9. Is respectful of others' feelings					
10. Exhibits a genuine interest in clinical laboratory sciences					
11. Adheres to the concept of patient confidentiality					
COMMENTS:					

#### NOTE: MID-ROTATION PERFORMANCE

A mid-rotation performance evaluation has been included in order to allow the student to recognize and improve on laboratory tests before the student's rotation is finished. **Please indicate below, and inform the student of any area he/she may need to improve.**

LABORATORY TEST(S) NEEDING IMPROVEMENT: (Please indicate date of comment)

LABORATORY TEST(S) - PROGRESS REPORT: (Please indicate date of comment)

Signature of Person  
Completing Form: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_