

## Access<sup>®</sup> 2 Immunoassay System

Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
<b>SUPPLIES</b>								
• Determine Supply Status	From the Supplies Screen: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Replenish supplies								
– Reagent Packs	From the Supplies Screen: ↳ Help System → Reagent Packs → Loading a Reagent Pack	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
– Reaction Vessels	From the Supplies Screen: ↳ Help System → Loading Reaction Vessels	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
– Substrate	From the Supplies Screen: ↳ Help System → Changing the Substrate Bottle	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
– RV Waste Bag	From the Supplies Screen: ↳ Help System → Changing the RV Waste Bag	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
– Wash Buffer	From the Supplies Screen: ↳ Help System → Changing the Wash Buffer Bottle	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
– Liquid Waste	From the Supplies Screen: ↳ Help System → Changing the Liquid Waste Bottle	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CALIBRATION</b>								
• Determine calibration status	From the Calibration Screen: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Select correct calibrators for each chemistry	Assay Manual, Access <sup>®</sup> Family of Immunoassay Systems	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## Access<sup>®</sup> 2 Immunoassay System

Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
<ul style="list-style-type: none"> <li>Determine current Calibrator Lot number in use</li> </ul>	From Sample Manager Screen: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Perform a successful calibration</li> </ul>	→ Calibration Test Requests → Entering Calibration Test Requests	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Configure new calibrator lot number</li> </ul>	From the Calibration Screen: ↳ Help System → Setting Up Calibrators → Adding a Calibrator	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>SAMPLE PROCESSING</b>								
<ul style="list-style-type: none"> <li>Identify Sample requirements</li> </ul>	Assay Manual, Access <sup>®</sup> Family of Immunoassay Systems	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Select appropriate rack/bar code/container combinations</li> </ul>	Access <sup>®</sup> 2 Immunoassay System Quick Reference Guide ↳ Racks and Sample Containers	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Routine and STAT patient processing</li> </ul>	From the Sample Manager Screen: ↳ Help System → About Sample Processing	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Locate Test Results</li> </ul>	From the Quality Control Screen: ↳ Help System → Test Result Filters → Finding a Test Result	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>QUALITY CONTROL</b>								
<ul style="list-style-type: none"> <li>Define</li> </ul>	From the Quality Control Screen: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>QC rules</li> </ul>	→ Setting up Quality Controls → Westgard QC Rules	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## Access<sup>®</sup> 2 Immunoassay System

Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
<ul style="list-style-type: none"> <li>Process Quality Control</li> </ul>	From the Sample Manager Screen: ↳ Help System → Quality Control Test Requests → Entering Quality Control Test Requests	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Review Q.C.</li> </ul>	From the Quality Control Screen: ↳ Help System → Reviewing Quality Control Charts and Data	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>SHUTDOWN/RESTART</b>	Access <sup>®</sup> 2 Immunoassay System Quick Reference Guide ↳ Shutdown and Restart	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>MAINTENANCE</b>								
<ul style="list-style-type: none"> <li>Perform Daily Maintenance</li> </ul>	From the Sample Manager Screen: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Perform Weekly Maintenance</li> </ul>	↳ Requesting Routine Maintenance → Daily Maintenance → Weekly Maintenance	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>INSTRUMENT SETUP</b>								
<ul style="list-style-type: none"> <li>Configure a new test</li> </ul>	From the Configure Tests Screen: ↳ Help System → Enabling and Disabling Tests	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Configure Reference/Critical ranges</li> </ul>	From the Configure Tests Screen: → Help System ↳ Ranges → Reference Range window	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## Access<sup>®</sup> 2 Immunoassay System

Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
• Configure test panels	From the Configure Test Panels Screen: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Configure automatic backup	From the Configure PC Admin Screen: ↳ Help System → Scheduling System Backups	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Configure a derived result	From the Configure Derived Results Screen: ↳ Help System → Derived Results Setup	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Configure host communication parameters	From the Configure LIS Setup window: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Configure a reflex test	From the Configure Reflex Tests Screen: ↳ Help System → Reflex Test Setup	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>DIAGNOSTICS</b>								
• Initialize the system	From the Diagnostics Initialize System screen: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Prime Fluidics	From the Diagnostics Prime Fluidics screen: ↳ Help System	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>TROUBLESHOOTING</b>								
• Interpret test flags	Access <sup>®</sup> 2 Immunoassay System Quick Reference Guide ↳ Troubleshooting → Test Results Flags	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
• Review Event Log	From the Event Log Screen ↳ Help System → Reviewing Events	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

## Access<sup>®</sup> 2 Immunoassay System

Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
	Information ↳Event Log							
• Basic Troubleshooting	From the Event Log Screen: ↳Help System → Troubleshooting Events → Viewing Troubleshooting Help	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			