

Competency Checklist



Simplify • Automate • Innovate

IL ACL* 6000/7000

Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
IDENTIFY POTENTIAL HAZARDS AND SAFETY FEATURES								
Review MSDS	www.ilus.com MSDS manual in lab	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Recognize Hazard Symbols	Operator's Manual	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
IDENTIFY AND BRIEFLY EXPLAIN FUNCTION OF ANALYZER COMPONENTS	ACL 6000/7000 Training Manual Operator's Manual	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
OVERVIEW OF SCREENS, KEYPAD AND SOFTWARE	Training Manual Operator's Manual							
Identify Test Menu and Utilities Menu (PROG) options		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
MANAGE REAGENTS AND CONSUMBALES	Product Package Inserts Operator's Manual Training Manual							
Demonstrate proper reconstitution of reagents and controls	Product Package inserts	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
State the stability claims for opened reagents	Product Package inserts	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Demonstrate proper rotor usage and management	Training Manual Operator's Manual	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PROCESS SAMPLES AND QUALITY CONTROL MATERIALS	Training Manual Operator's Manual							
Load controls, samples and reagents		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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Run analytical runs with controls and samples properly identified		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Review controls and samples for flagging to identify reruns		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Review controls using the DMS storage files for QC and review Levy Jennings plot	Training Manual Operator's Manual	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Review sample results from the DMS, print and transmit	Training Manual Operator's Manual	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PERFORM DAILY MAINTENANCE PROCEDURES	Training Manual Operator's Manual Maintenance log sheet							
Check consumables		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Empty and wash reagent reservoirs with distilled water		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Clean waste line		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Empty liquid waste container if present		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Prime cycle at beginning and end of each workday		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PERFORM WEEKLY MAINTENANCE PROCEDURES	Training Manual Operator's Manual Maintenance log sheet							
Clean outside surfaces		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Clean the rinse/waste		<input type="checkbox"/> Direct Observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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reservoir and waste line		<input type="checkbox"/> Test <input type="checkbox"/> Other _____						
Clean the needles assembly		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Verify the needles alignment		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PERFORM BIWEEKLY MAINTENANCE PROCEDURES	Training Manual Operator's Manual Maintenance log sheet							
Clean the rotor holder and optics path (s)		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PERFORM MONTHLY MAINTENANCE PROCEDURES	Training Manual Operator's Manual Maintenance log sheet							
Clean air filter		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PERFORM AS NEEDED PROCEDURES	Training Manual Operator's Manual Maintenance log sheet							
Adjust needles assembly		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Perform decontamination procedure		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PERFORM CALIBRATION AS REQUIRED BY TEST	Product Package Insert Training Manual Operator's Manual							
Reconstitute reagents/calibrators		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Load and run calibration		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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Evaluate calibration results - accept/reject		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
RESOLVE PROBLEMS	Training Manual Operator's Manual							
Identify error codes and resolve or troubleshoot	Use error codes list in Operator's Manual or Training Manual	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
IDENTIFY RESOURCES AND PERFORM REVIEW WITH DOCUMENTATION	Operator's Manual Training Manual CLSI procedures Local regulatory checklists Laboratory Protocol	<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"/>			