

Ac\*T 8 and 10

Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
<b>IDENTIFY POTENTIAL HAZARDS AND SAFETY FEATURES</b>								
Review MSDS	<a href="http://www.beckman.com">www.beckman.com</a> 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 Guide	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Power On/Off	Getting Started Manual	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>IDENTIFY AND BRIEFLY EXPLAIN FUNCTION OF ANALYZER COMPONENTS</b>	Installation and Training Guide Operator's Guide	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>OVERVIEW OF SCREENS AND SOFTWARE</b>	Getting Started Manual Special Procedure and Troubleshooting							
Identify different software screens		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Identify different warning messages		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Identify different fatal error messages		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Identify the different flags		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Change the Time and software		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Set Patient Limits		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Insert/reset software card		<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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<b>MANAGE REAGENTS AND CONSUMABLES</b>	Special Procedures and Troubleshooting							
Replace Reagent (Ac*T Tainer of Ac*T Pak)		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Replace Ac*T Rinse Shutdown (if using Ac*T Pak configuration)		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Replace the Waste Container if appropriate		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>STARTUP &amp; SHUTDOWN PROCEDURES</b>	Getting Started Manual							
Perform and review startup		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Perform shutdown		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>QA/QC PROCEDURES</b>	Operator's Guide							
Demonstrate proper handling of 4C Series cell control	Product insert sheet	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Process 4C Series Cell control		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Review 4C Series Cell control results	Laboratory SOP	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Perform Reproducibility Procedure	Special Procedure and Troubleshooting	<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Perform Carryover 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 Procedure		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

# Competency Checklist



Simplify · Automate · Innovate

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Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
<b>PROCESS SAMPLES</b>	Operator's Guide							
Run sample in the Open Vial		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Change Operating Mode to Predilute Mode		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>AS NECESSARY CLEANING PROCEDURES</b>	Special Procedures and Troubleshooting							
Perform Clean Bath procedure		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Perform Zap Aperture procedure		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>AS NECESSARY REPLACEMENT PROCEDURES</b>	Special Procedures and Troubleshooting							
Replace Peristaltic Pump tubing		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Replace Diluent Filters		<input type="checkbox"/> Direct Observation <input type="checkbox"/> Test <input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Replace Check Valves		<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"/>			