

## COULTER® MAXM™/HMX HEMATOLOGY ANALYZER

| 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.beckmancoulter.com">www.beckmancoulter.com</a><br>MSDS manual in lab | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Recognize Hazard Symbols   | Operators Guide  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| <b>IDENTIFY AND BRIEFLY EXPLAIN FUNCTION OF ANALYZER COMPONENTS</b>            | Training Manual<br>Operators Guide<br>Special Procedures & Troubleshooting Guide         | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| <b>OVERVIEW OF SCREENS AND SOFTWARE</b>  | Training Manual<br>Operators Guide   |  |                          |                          |                          |      |                 |                 |
| Identify Main Menu and Identify Menu List Options                              |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| <b>MANAGE REAGENTS AND CONSUMABLES</b>   | Training Manual<br>Special Procedures & Troubleshooting Guide                            |  |                          |                          |                          |      |                 |                 |
| Setup new lot number and in use dates  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Replace reagent container  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| <b>PROCESS SAMPLES AND QUALITY CONTROL MATERIALS</b>                           | Training Manual<br>Operators Guide   |  |                          |                          |                          |      |                 |                 |
| Load cassette with sample  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Run control material in the Automatic/Primary Mode with barcode ID and without |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |

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|   |  |  | Y                        | N                        |                          |      |                 |                 |
| Run control in the Manual/Secondary Mode with barcode ID and without                  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Review QC results per laboratory protocol   | Laboratory SOP                             | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Run samples in the Automatic/Primary Mode with barcode ID and without                 | Training Manual Operators Guide            | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Run samples in the Manual/Secondary Mode with barcode ID and without                  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Recall patient results, re-transmit to Host and reprint lab copy from instrument      |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Review samples results for flags, codes or messages                                   |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Identify samples that need further review procedures                                  | Laboratory SOP                             | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| <b>PERFORM MAINTENANCE PROCEDURES</b>   | Special Procedures & Troubleshooting Guide |  |                          |                          |                          |      |                 |                 |
| Perform daily maintenance (Shutdown/Startup)  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| <b>PERFORM AS NEEDED TO RESOLVE PROBLEMS (may not be applicable to all operators)</b> | Special Procedures & Troubleshooting Guide |  |                          |                          |                          |      |                 |                 |
| Reset alarm and review error log  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Cleaning blood sample valve   |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |

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|   |  |  | Y                        | N                        |                          |      |                 |                 |
| Clearing aperture clog  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Clearing flow cell clog   |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Replace Hgb lamp and perform lamp adjustment                      | Special Procedures & Troubleshooting Guide | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Empty and clean vacuum trap bottle                                |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Clean/replace needle cartridge                                    |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Perform Precalibration and Calibration Procedures                 |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Perform Reproducibility and Carryover Procedures                  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Perform Calibration for CBC parameters                            |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Set-up new files for new lot numbers of controls                  |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Print monthly QC for lab documentation                            |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Download QC for Interlaboratory Quality Assurance Program (eIQAP) |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
| Know instrument serial number                                     | Located on back of instrument              | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |

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| <b>IDENTIFY RESOURCES AND PERFORM REVIEW WITH DOCUMENTATION</b> | Operator's Guide<br>Reference Guide<br>Special Procedures & Troubleshooting Guide<br>CLSI procedures<br>Local regulatory checklists<br>Laboratory Protocol | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
|   |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
|   |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
|   |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
|   |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |
|   |  | <input type="checkbox"/> Direct Observation<br><input type="checkbox"/> Test<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |                 |                 |