**A1c by DCA Vantage**

**Competency Check off – Point of Care Personnel**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Badge ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Period of Competency Assessment (check one): ❒ INITIAL ❒ ANNUAL

**POCC and Super Users must meet all required elements to be deemed competent. If there are gaps in knowledge, the employee is re-educated and competency reassessed. Complete all areas of the form, the designated manager/supervisor/lead/POC checks the box if the employee is deemed competent**

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| **Testing Personnel Qualifications:**  |
| Complete annual A1c by DCA Vantage competency.  |

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| **Required Element: Prior to initial training**  |

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|  | **Check box** |
| 1. Has read, understands and knows where to locate the POC A1c by DCA Vantage procedure: *QPulse* (POCC) OneSource(Super User)
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| **Required Element: The POC coordinator or “superuser” teach and direct observe routine patient test performance, including patient preparation, if applicable, specimen handling, processing and testing** |
|  | **Check Box** |
| **Pre-Analytical: Sample Collection** |  |
| * Wears gloves and follows hand hygiene policy throughout sample collection and testing
 |
| * Identify patient correctly utilizing two identifiers.
 |
| * Proper specimen and technique performed correctly: finger stick
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| * All materials for sample collection and sample analysis.
 |
| * Successfully fills capillary from a finger stick and knows when the capillary is filled with the sample, analysis must begin within 5 minutes
 |  |
| **Analytical: Test Procedure** |  |
| * Understands how to calibrate the DCA A1c test cartridges-each new lot.
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| * Understands that the reagent cartridge must be brought to room temp: 10 min. if unopened pouch or 5 min. if removed from foil pouch
 |
| * Demonstrates proper reagent cartridge handling. Do not touch the optical window.
 |
| * The cartridge should be filled within an hour after the cartridge has been removed from its package.
 |
| * Successfully fills capillary from a whole blood sample and knows when the capillary is filled with the sample.
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| * Correctly inserts capillary holder into reagent cartridge.
 |
| * Correctly scans the reagent cartridge
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| * Inserts reagent cartridge into the instrument.
 |
| * Correctly enters patient and operator ID
 |
| * Properly disposes of cartridge and other contaminated items in biohazard container
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| **Required Element: Monitoring the recording and reporting of test results** |
|  | **Check Box** |
| **Post-Analytical: Reporting Results** |  |
| * Understands that the results will automatically transmit from the instrument to IHIS.
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| * Recognizes what the following symbols mean: “-” “+” “<” or “>”
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| * Knows how to recall results and manually transmit results if necessary.
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| **Required Element: Review of quality control results, proficiency testing results and temperature logs** **Direct observations of performance of instrument cleaning and function checks** |
|  | **Check box** |
| **Quality Control** |  |
| * Understands when Electronic QC is done
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| * Understands when to perform liquid QC
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| * Correctly reconstitutes control material and performs liquid QC, including successfully scanning the control card.
 |
| * Reviews QC results and takes corrective action when QC is out of range. Documents any action taken on the DCA Vantage maintenance log.
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| **Storage/Temperature monitoring** |  |
| * Storage requirements and expiration dates of test cartridges
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| * Storage requirements and expiration dates of the liquid QC
 |
| * Understands that the room/refrigerator temperature where reagents are stored must be documented each day the department is open.
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| **Instrument Cleaning/ Maintenance**  |  |
| * Understands instrument maintenance schedule: daily, weekly, quarterly and as needed.
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| * Understands maintenance needs documented on the DCA Vantage maintenance form.
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| **Required Element: Assessment of test performance through testing previously analyzed specimens, internal blind testing samples or external proficiency testing samples** |
| 1. Successfully performs blind samples or observe employee performing a patient test.

The results meet acceptable range, circle one: Blind sample/ previously analyzed specimen**Known Sample Result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Testing Personnel Result:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

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| **Required Element: Assessment of problem solving skills.** |
|  | **Check box** |
| 1. Identifies problems that may affect test performance or reporting test results and corrects the problem (including delaying sample testing, poor specimen, poor testing technique).
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| 1. Understands that the DCA A1c assay gives accurate and precise results over a range of total hemoglobin of 7-24 g/dL.
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| 1. Understands that when the results do not correlate with the clinical picture action needs to be taken such as repeat testing, laboratory test confirmation, etc.
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1. True or False After the glass capillary is filled with sample; analysis must begin within 5 minutes.

2. True or False Reagent cartridges are stored at room temperature for 3 months

3. True or False A result followed by a “+” sign indicates a result above the reference range.

4. True or False Liquid QC must be performed with every new lot and every 30 days.

5. True or False Liquid QC is stored at room temperature.

6. True or False Clean the exterior with a lint free cloth dampened with water or ethanol.

7. Where is the DCA Vantage A1c procedure located?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This employee is deemed competent for the areas described above by the technical supervisor, lead, POC coordinator, or manager***

***Signature of Qualified Trainer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_ *Date: \_\_\_\_\_\_\_\_\_\_\_***

***Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_***