### Hemoglobin A1c Testing on the Afinion™ AS100 and Afinion™ 2 Analyzers: Initial Training and Competency

**Date:** ____________  
**Site:** ___________________  
**Operator Name:** _____________________________________________  
**JHED:**________________________

<table>
<thead>
<tr>
<th>Competency Category</th>
<th>Performance Indicator</th>
<th>Assessment Tool</th>
<th>Criteria Met</th>
<th>Criteria Not Met</th>
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<tr>
<td>eLearning</td>
<td>New operators must complete eLearning quiz prior to initial training <em>(Completion Date:_______________________)</em></td>
<td>Exam</td>
<td>Trainer ✓</td>
<td></td>
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</table>
| Reagent Stability and Storage | Maintains a working knowledge of Consumables Storage and Handling:  
- Records open dates and new expiration dates on Test Kits and QC kits.  
- Does not use expired consumables. | Exam | |
| QC Performance      | Adheres to QC policies and procedures:  
- States frequency and purpose of Self-Test.  
- States frequency with which QC is performed (minimum weekly, initial training, questionable results, annually).  
- Verifies acceptable QC performance and follows defined correction action for out-of-range QC results.  
- Demonstrates proper instrument programming and testing technique. | Direct Observation Exam | |
| Specimen Collection | Adheres to collection and labeling requirements, and states acceptable specimen type.  
- Verbally confirms minimum two patient identifiers by patient prior to specimen collection and testing.  
- States acceptable specimen type (capillary, venous, EDTA, heparin, citrate), and collection procedure. | Direct Observation Exam | |
| Routine Patient Test Performance | Demonstrates proper instrument programming and testing technique, adhering to time limits.  
- Does not open the lid manually, and keeps the lid closed when the analyzer is not in use. | Direct Observation | |
| Factors Influencing Test Results | Interprets and evaluates test results in regards to test limitations:  
- Should not be run on diluted, hemolyzed, or coagulated samples.  
- Do not use cold test cartridges, or if they have been dropped on the floor or testing bench after filling the capillary. | Direct Observation Exam | |
| Documentation of Results | Understands result transmission to the electronic medical record for connected sites, and manual documentation for others.  
- Demonstrates retrieval of QC and Patient records on the analyzer.  
- Identifies location of results on patient’s chart.  
- Understands results only post if CSN for current admission/encounter/visit is used in programming. | Direct Observation Review of Records | |
| Problem Solving Skills | Discusses potential problems and troubleshooting steps.  
- Discusses the built-in failsafe mechanisms, with analyzer terminating tests when a problem is detected.  
- States the meaning of the various light signals on the analyzer.  
- Discusses basic troubleshooting with common information/error codes.  
- Knows when and how to contact the POCT Office (5-2645, POCTGroup email, CORUS). | Direct Observation | |
| Safety              | Adheres to Standard Precautions protocol throughout the testing procedure.  
Discards testing materials according to policies. | Direct Observation | |
| Procedure Review    | Discusses ongoing competency requirements (annual successful completion of both levels of QC and pass eLearning quiz).  
Locates and reads the current version of the SOP *(POCTW012)*.| Operator Acknowledgment | |

I have reviewed this checklist with new operator and observed this operator perform both levels of QC. POCC/Trainer Initials signify this operator:

A. _____ is competent to perform Hemoglobin A1c testing using the Afinion™ AS100 and/or Afinion™ 2 Analyzer.
B. _____ requires retraining before performing Hemoglobin A1c testing using the Afinion™ AS100 and/or Afinion™ 2 Analyzer. Please revoke testing privileges until retraining plan approved.

**Operator signature:** ___________________________  
**Date:** ___________________________

**Trainer signature:** ___________________________  
**Date:** ___________________________