



<div><div><div>UHN Toronto General Toronto Western Princess Margaret Toronto St. Pauls</div></div><div><div>Mount Sinai Hospital Sinai Health System Hospital of Mount Sinai Sinai Samaritan Sinai St. James</div></div></div> <div>Department of Microbiology</div>	Policy # QPEMI03001	Page 1 of 179
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Prepared by QA Committee		
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ORIENTATION FOR TECHNOLOGISTS AND TECHNICIANS TABLE OF CONTENTS



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HOSPITAL ORIENTATION

Welcome to Mount Sinai Hospital!

To help new employees get started, Mount Sinai Hospital (MSH) has created a two day general hospital orientation. The orientation program has been designed to guide new employees effortlessly into becoming an integrated member of the team.

The orientation is divided into 3 sections:

- 1) Hospital Policies & Safety
- 2) Prepare for Payroll Documentation
- 3) Health Assessment

1) Hospital Policies and Safety


Employees will review rules on Behaviour, the Administrative Chart, Terms of Conditions of Employment as well as policies and procedures such as Harassment, Safety & Fire and Service with heart.

2) Prepare for Payroll Documentation

Employees will prepare documentation and register for the payroll system as well as benefit enrollment.

3) Health Assessment

All MSH employees, students and affiliates will have to complete a Health Review Questionnaire and submit this to Occupational Health Wellness and safety representative.

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Welcome To The UHN/MSH Department Of Microbiology

As the Director of the Department of Microbiology I am pleased to welcome you to our team. This document will provide you with some information about the department and act as a guide throughout your orientation. This process will ensure that all new employees will have a fair and comprehensive orientation to the department.

I will be meeting with you at various milestones throughout your orientation to review your progress and to share any concerns or suggestions that you may have with the process.

All of the components of this program have been designed by the department's staff for you and as such represent those points considered by your peers to be the most critical for your success.

I hope that you enjoy the process and that you and the Department of Microbiology will have a long and successful journey together.

Best Wishes

Administrative Director

Why we're all here.....

The UHN/ MSH Department of Microbiology is recognized as the leading academic, service and reference laboratory in the country. Our team is comprised of a diverse group of professionals dedicated to providing exemplary laboratory services to our patients, and to advancing laboratory science. In striving for this mission the team's work is guided by the values of:

- Service quality
- Academic excellence
- Innovation
- Accountability

And our culture is guided by:


- Diversity and respect for all
- Enthusiasm and life long learning
- Teamwork

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How you can make your orientation experience the very best it can be...

The UHN/MSH Department of Microbiology is no ordinary operation - in fact we think we are the laboratory to work for in Canada. One of the key benefits to working here is access to leading edge laboratory practice and knowledge. Your work experience here is largely dependent on what you make it. We will supply the tools for you, but ultimately you will need to become involved in departmental activities, committees and projects to enjoy the full experience.

Who are we?...


The Joint Department of Microbiology is a partnership of the UNIVERSITY HEALTH NETWORK and the Mount Sinai Hospital. Bacteriology Virology, Serology, Parasitology and Mycology are located on the 14th floor at Mount Sinai Hospital.

We service in excess of 5000 beds in our core hospitals and client institutions. These include: University Health Network (Toronto General, Toronto Western, Princess Margaret, Toronto Rehab - 4 locations)

Mount Sinai Hospital
Baycrest Centre for Geriatric Care
Bridgepoint Hospital
Toronto Grace Hospital
Center for Addiction and Mental Health
Other programs include:
Bone bank, Eye bank, TGLN program, Cord Blood Program, Milk bank program, Inception cord blood program among others.

The Department of Microbiology is comprised of a diverse group of dedicated and talented health care professionals and support staff.

Every member of the Microbiology Team is expected to contribute to a work environment that supports our mission and equally supports diversity and respect in the workplace.



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What do we do...

The department offers a full range of services to our clients: Bacteriology, Virology, Serology, Parasitology and Mycology.

We are part of a much larger group...

Although you will be part of the Microbiology Team, you are part of a much larger family. The other laboratories at UHN and MSH have an additional 800 staff members, 500 at UHN and 300 at MSH. As an employee of Microbiology you are fortunate, in that you will have the benefits that come with belonging to both groups. You will be presented with the opportunity to enhance your education, to experience the rewards of committee participation as well as partaking in various social events throughout the year.

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Laboratory Training

Orientation

1. Introductions

On arrival, the new employee will report to the Director or Manager. A formal introduction to the Director, Manager, Charge Technologists, Medical microbiologists will take place. During a departmental tour, the remaining Microbiology staff will be introduced.

2. Tour of Facilities

The new employee will tour with the Director or Manager. They will be shown the locations of the washrooms, food refrigerators, Infection Control, cafeteria, Occupational Health and Human Resources. Rules for using public areas such as the classroom, library and staff lounge will also be discussed.

3. Meeting with Director/Manager

The new employee will meet with the Director or Manager and discuss the following:

- Departmental orientation process
- Organizational chart
- Patient Confidentiality Policy
- Diversity and respect for others
- Who to go to for what
- Shift structure, coffee and lunch breaks
- Vacation Policy
- Attendance Management and Workplace Injuries
- Continuing education opportunities, conferences and rounds
- Orientation process and probationary period

The employee and Manager will document that they discussed the above.

4. Meeting with Safety Representative and Infection Control

The employee will meet with the safety representative and discuss the following:


- Universal Precautions
- What to do in case of fire
- Emergency codes system
- WHMIS
- Lab coat policy/shoes

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The employee and safety representative will document that they have discussed the above. The documentation is to be given to the Director.

5. **Obtaining a Microbiology Laboratory Security Access Pass**

Once the employee has successfully completed the safety and infection control documentation, the laboratory manager or charge technologist will accompany the employee to Security Services to obtain their microbiology laboratory security access pass.

6. **Meeting with Charge Technologist**

The new employee will meet with a Charge Technologist and discuss the following:

- Manuals
- Telephone and Critical Values Policy
- Schedules, notice boards
- Location and use of internal forms
- Lockers, keys etc
- Departmental cultural issues (expectations around helping others, etc)
- Supplies/Ordering

The employee and Charge Technologist will document that they have discussed the above. The documentation is to be given to the Director and filed in the employee's record.

7. **Quality Management System Training**


The employee will meet with the quality systems technologist and discuss the following:

- Quality System, Quality Committee and responsibilities
- Quality manual
- Quality issue reporting structure & occurrence management
- Quality improvement process

8. **Information Systems Training**

The new employee will receive an introduction and training from a Laboratory Information System (LIS) Officer or key operator in the following:

- SCC (SoftMic, SoftLab, SoftTotalQC, SoftMedia and SoftStore modules)
- Quadramed (EPR at UHN)
- Website

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The training will include exercises that involve strategies to deal with commonly seen problems such as correcting reports. The new employee **will not** proceed to any further training on the benches until they have demonstrated the necessary skills to the trainer.

The Director will meet with the employee at the end of the first week to review progress and answer any questions that they may have.

9. Set up Personnel Folder

A new personnel folder will be set up for the new employee to be kept in the Administrative Director's office. The personnel folder contains sections as follows:

Personnel Information


- Job offer letter including start of employment date
- Copy of academic diploma
- Copy of confirming credentials
- Copy of Certification – CSLMS for technologists; OSMT for technicians
- CMLTO licence for technologists; OSMT licence for technicians

Training Record

Competency Testing Record

Continuing Education Record

Performance Appraisals Record

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Training Schedule

SPECIMEN PLANTING AND ACCESSIONING AREA

If the employee has demonstrated the required proficiency during their orientation, they will proceed to the planting/accessioning area. The purpose of this rotation is to better familiarize the employee with the complexity of the department, and reinforce the computer skills learned in week one. Technologists will be teamed with an experienced technician until training is complete and then work independently.

The employee will meet with the senior technologist and the trainer at the end of the complete area training to review progress.

Bacteriology And Virology Training


If the employee has satisfied the training objectives of the planting and accessioning area, they will be scheduled on a bacteriology or virology bench. The first two weeks will be in tandem with a teaching technologist, the third and fourth week will be solo. This session will also include training on the general operational procedures needed such as Vitek & Vitek MS training.

The employee will meet with senior technologist and the trainer at the end of the four weeks to review progress. The employee will not move to the next bench until they have proven their competency in this area.

Six months after successful completion of training in each area, competency will be assessed using the [Six Months Post Training Competency Assessment Form QPEMI05005b](#). To continue working in an area, the employee must display continued competency. If competency is not displayed, work in the tested area will be halted until re-training can occur.

Feedback After Training



At the end of each training session, both the trainee and trainer(s) are required to provide feedback on the training process. If multiple trainers are involved, each trainer is required to provide feedback for the trainee. This feedback serves as a valuable tool to continuously improve our training process and enhance its effectiveness.

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Probationary Period Review

The employee's performance will be reviewed after the preliminary fifteen-week rotation. If the employee is successful in achieving the training objectives and can demonstrate an acceptable level of proficiency, the Director will issue a letter confirming this. If the employee has failed to meet the objectives or unable to demonstrate the required proficiency, the Director will meet with the employee and either extend the probationary period or terminate the employee.

If the employee has passed the probation period they will then proceed through their full training.

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Employee Name: _____

Manager Name: _____

<i>Print Name</i>		<i>Print Name</i>		<i>Print Name</i>	
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Manager Initials	Date (yyyy-mm-dd)
Department Structure & Culture - Manager					
1.1	Employee understands the structure of the Joint Department (organizational chart, committees and responsibilities)				
1.2	Is familiar with the departmental orientation process and probationary period				
1.3	Is familiar with the shift structure and expectations around coffee and lunch breaks				
1.4	Is familiar with the vacation policy				
1.5	Is familiar with the hospital's attendance management program				
1.6	Is familiar with security issues and the name tag policy				
1.7	Is aware of the policy concerning diversity and respect for others				
1.8	Is aware of the policy concerning continuing education, conferences and rounds				

Employee

I, _____, on _____ have read and understood all relevant materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Manager

I, _____, on _____ have reviewed and confirmed that the above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Charge Technologist Name: _____

<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Charge Technologist Initials	Date (yyyy-mm-dd)
Departmental Issues-Charge Technologist					
1.1	Employee understands format of manuals and where they are located				
1.2	Telephone Policy and etiquette has been explained				
1.3	Employee is aware of the critical values policy				
1.4	Employee has been given a locker and security pass				
1.5	Employee has been shown the location of notice boards and work schedules				
1.6	Departmental cultural issues i.e., expectations around helping others, reporting to Charge Technologist if scheduled as a float.				
1.7	Payroll Issues				
1.8	Supplies				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)

materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Charge Technologist

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)


above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Departmental Safety Issues – Safety Technologist / Infection Control Practitioner

Refer to the Orientation Checklist in the Laboratory Safety Manual:

[Orientation_Safety_Checklist](#)

For Non- Laboratory Personnel, See: [Microbiology Laboratory Safety Awareness for Non-Laboratory Personnel](#)

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Employee Name: _____


Safety Officer Name: _____

#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Safety Officer / ICP / Charge Technologist / Microbiologist Initials	Date (yyyy-mm-dd)
Handling and Processing of Specimens from Patients with Suspected or Documented Viral Hemorrhagic Fever Training Checklist					
1.1	Employee has read the Procedure for Handling and Processing of Specimens from Patients with Suspected or Documented Viral Hemorrhagic Fever (VHF)				
1.2	Employee has met with Safety officer regarding safe handling of highly infectious materials				
1.3	Employee has reviewed the contents of the VHF kits				
1.4	Employee has reviewed and practiced donning of PPE as per SOP				
1.5	Employee has reviewed the preparation of the work area for processing specimens				
1.6	Employee has reviewed the preparation of the work area for processing of blood cultures				
1.7	Employee has reviewed and practiced doffing of PPE as per SOP				
1.8	Employee has reviewed and practiced clean-up of work area as per SOP				

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Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Print Name

Trainer Name: _____

Print Name

#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	QA Tech Initials	Date (yyyy-mm-dd)
Quality Management System Training					
1.1	Employee understands the structure of the Departmental Quality System (quality issues reporting structure, committees and responsibilities)				
1.2	Employee is familiar with the departmental quality manual.				
1.3	Employee is familiar with the quality essentials as applied to the department				
1.4	Employee is familiar with the departmental occurrence management structure.				
1.5	Employee is familiar with the quality improvement process				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)

materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)



above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Print Name

Trainer Name: _____

Print Name


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Information Systems Training					
1.1	Review the LIS manual and Soft Computer Company (SCC) manuals with the trainer				
1.2	Review of security policies for all information systems and security access provided to the network, LIS and UHN HIS				
1.3	Overview of HIS systems/clients including integration with LIS through interfaces				
1.4	Introduction to Meditech and Cerner Hospital Information System (HIS) systems				
1.5	Introduction and training on UHN HIS				
1.6	Introduction and training on SoftComm				
1.7	Introduction and preliminary training on SoftMic and SoftLab				
1.8	Introduction and preliminary training on SoftTotalQC				
1.9	Introduction and preliminary training on SoftStore				
1.10	Introduction to the Microbiology website and on-line manual				
1.11	Review of downtime policies				
1.12	Label and report printer training				
1.13	Introduction to LIS support policies				

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Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and
able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the
bench duties as required.

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Employee Name: _____

Print Name

Trainer Name: _____

Print Name



#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Charge Technologist Training					
1.1	Able to use LIS and outlook email to communicate with staff. Communicate effectively with management. Communicate effectively with staff on all shifts.				
1.2	Communicate effectively by telephone or by email with all clients, stock holders, other departments and vendors				
1.3	Familiar with duties at all staff levels				
1.4	Understand staffing requirements in each area				
1.5	Familiar with staff scheduling and staff scheduling files				
1.6	Complete Dayforce training by the hospital				
1.7	Able to enter staff scheduling changes with Dayforce enteries				
1.8	Complete LIS training for SoftLab, SoftMic, SoftTotalQC to be able to validate reports and QC entries				
1.9	Understands the concepts of a Quality Management systems •Familiar with the Quality manual and 12 Quality System Elements				
1.10	Is aware of the licences held by the department of microbiology procedures to maintain the licenses •HPTA •MOH Laboratory License •Ontario Laboratory Accreditation				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Charge Technologist Training					
	<ul style="list-style-type: none"> • ISO 15189 Plus • CAP 				
1.11	Aware of proficiency testing process: Order, log, review and enter proficiency testing samples.				
1.12	Familiar with validation and verification of new methods implementation				
1.13	Aware of document control <ul style="list-style-type: none"> • Creating and editing documents • Manual distribution and staff review procedure • Notification procedure to clients • Record maintenance, archival, retrieval process 				
1.14	Familiar with Bench Procedural Manuals				
1.15	Familiar with reference resources available: <ul style="list-style-type: none"> • Manual of Clinical Microbiology • CLSI documents • Cumitechs • USP Compounding Guidebook • Good Manufacturing Practice (GMP) guidelines 				
1.16	Familiar with and understands the GMP guidelines and its concepts.				
1.17	Use incidents, indicators, suggestions as tools for process improvement.				
1.18	Understand Risk Management as a process improvement technique for new and updated procedures.				
1.19	Aware of Charge Tech's				

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Charge Technologist Training					
	responsibility for equipment requirements: <ul style="list-style-type: none"> • Equipment log • PM and maintenance records • Receiving/Moving/ Disposal checklists • Validation procedures • Troubleshooting procedures 				
1.20	Understands the personnel training process and the competency testing process				
1.21	Familiar with inventory requirements <ul style="list-style-type: none"> • Inventory system • Receiving/inspection process • Vendor selection and assessment 				
1.22	Understand the facility and safety requirement in the microbiology laboratory: <ul style="list-style-type: none"> • HPTA (facility access / pathogen management) • Transportation of dangerous goods Familiar with safety manual, safety training schedule (fire/WHMIS/mask fitting) Familiar with the safety inspection frequency.				

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Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Print Name

Trainer Name: _____

Print Name



#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Quality Assurance Technologist Training					
1.1	Understands the concepts of a Quality Management systems <ul style="list-style-type: none"> Familiar with the Quality manual and 12 Quality System Elements 				
1.2	Is aware of the licences held by the department of microbiology procedures to maintain the licenses <ul style="list-style-type: none"> HPTA MOH Laboratory License Ontario Laboratory Accreditation ISO 15189 Plus CAP 				
1.3	Familiar with validation, verification and QC requirements				
1.4	Aware of proficiency testing process: <ul style="list-style-type: none"> order, log, review and enter proficiency testing samples. 				
1.5	Able to use MICQC to verify QC performed Able to verify and finalize reports.				
1.6	Familiar with reference resources available: <ul style="list-style-type: none"> Manual of Clinical Microbiology CLSI documents Cumitechs USP Compounding Guidebook Good Manufacturing Practice (GMP) guidelines 				

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Quality Assurance Technologist Training					
1.7	Familiar with and understands the GMP guidelines and its concepts.				
1.8	Uses incidents, indicators, suggestions as tools for process improvement.				
1.9	Understand Risk Management as a process improvement technique for new and updated procedures.				
1.10	Familiar with document control <ul style="list-style-type: none"> • Creating and editing documents • Manual distribution and staff review procedure • Notification procedure to clients • Record maintenance, archival, retrieval process 				
1.11	Aware of equipment requirements: <ul style="list-style-type: none"> • Equipment log • PM and maintenance records • Receiving/Moving/Disposal checklists • Validation procedures • Troubleshooting procedures 				
1.12	Understands the personnel training process and the competency testing process				
1.13	Familiar with inventory requirements <ul style="list-style-type: none"> • Inventory system • Receiving/inspection process • Vendor selection and assessment 				

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Quality Assurance Technologist Training					
1.14	Aware of the occurrence management process including: <ul style="list-style-type: none"> • Classification of incidences • Corrective action procedure • Incident reports including investigation, corrective action, evaluation of effectiveness • Classification, monitoring, trending 				
1.15	Familiar with internal and external assessment process				
1.16	Understanding of the LIS system including creating epidemiology reports.				
1.17	Understand the facility and safety requirement in the microbiology laboratory: <ul style="list-style-type: none"> • HPTA (facility access / pathogen management) • Transportation of dangerous goods Familiar with safety manual, safety training schedule (fire/whmis/mask fitting) Familiar with the safety inspection frequency.				
1.18	Familiar with the client and staff input procedures.				

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I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Print Name

Trainer Name: _____

Print Name


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Paradigm Document Control System – General User					
1.1	Trainee is able to log into the software and launch paradigm or action items.				
1.2	Trainee can locate and switch between different modules.				
1.3	Trainee can locate the main table of contents document and understands the main folder structures.				
1.4	Trainee is able to search for a document by using name, label and original ID.				
1.5	Trainee is able to <ul style="list-style-type: none"> • View • Export • Email • Print Documents as required.				
1.6	Trainee is able to view and complete current action items.				

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materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

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Signature Date (yyyy-mm-dd)
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Print Name


Trainer Name: _____
Print Name

#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Paradigm Document Control System – Expert User					
1.1	Trainee has reviewed and understands the Manual Creation Revision Procedure QDRMI03002				
1.2	Trainee is able change the status of a document to draft, ready or current.				
1.3	Trainee is able to check –in and check – out documents to the T-drive properly.				
1.4	Trainee is aware of limitations when editing document as it applies to file name, margins, headers and footers.				
1.5	Trainee can create and send one time action items.				
1.6	Trainee can set up events and action items as required.				
1.7	Trainee can publish a document to the external microbiology website.				

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materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

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Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Print Name

Trainer Name: _____

Print Name


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Senior Technologist Training					
1.1	Able to use LIS and outlook email to communicate with staff. Communicates effectively with management. Communicate effectively with staff on all shifts.				
1.2	Communicates effectively by telephone or by email with all clients. Uses microbiology special queries to address client needs, out of range temperature notifications, manual change requests.				
1.3	Uses SoftTotalQC to ensure QC has been entered, and verified if warranted				
1.4	Use the LIS worklists to verify reports accurately and check pending lists.				
1.5	Ensure manuals are up to date, submits any revisions, performs annual review of procedures.				
1.6	Familiar with the inventory procedure, assessing order quantity with min and max provided. Plexxus and eREQ ordering.				
1.7	Able to use QCOM as well incident report form to document and follow up with reported incidences.				
1.8	Aware of procedure and organizing bench staff - when personnel call in sick. - provide training checklist to personnel learning a new bench				

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Senior Technologist Training					
1.9	Attends and organizes meetings with management as needed. Aware of how to add minutes to staff or other meetings as appropriate. Problem solves with the charge, manager, microbiologist as needed.				
2.0	Tracks all proficiency testing samples ensuring their arrival, proper and accurate testing, resulting and submitting on time.				
2.1	Communicates guides, answers questions, and troubleshoots with bench staff.				

Employee

I, _____, on _____ have read and understood all relevant
Signature *Date (yyyy-mm-dd)*
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature *Date (yyyy-mm-dd)*
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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PLANTING & ACCESSIONING TRAINING

Employee Name: _____
Print Name


Trainer Name: _____
Print Name

#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
General Accessioning					
1.1	Reviewed the manual with the trainer				
1.2	Validates information according to requisition, specimen and accepts/rejects specimen based on Specimen Acceptance Policy				
1.3	Accessions specimen using manual and computerized methods as appropriate				
1.4	Understands how to order entry using Soft and UHN HIS system				
1.5	Understand how to order entry for different specimens for different hospitals: <ul style="list-style-type: none"> • UHN (TGH, TWD & PMH & TRI) • Toronto Grace Hospital • Bridgepoint Hospital • MSH • Baycrest Hospital • CAMH • Referred-in specimens • Study specimens 				
1.6	Determines processing requirements during downtime				
1.7	Know where to pick up specimens from MSH 6 th floor when required				
1.8	Understand how to sort specimens				
1.9	Knowledge of appropriate media for different types of specimens				
1.10	Know which specimens to send out to the appropriate location				
1.11	Trainee can use the Translogic safely				
1.12	Understands laboratory access				

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General Accessioning					
	procedure				
1.13	Understands how to review pending lists				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Print Name *Print Name*

#	Area/Competency	Employee Signature	Date	Trainer Signature	Date
Simplexa™ HSV 1&2 Direct Assay plus VZV					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of bacteria; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee has reviewed the procedure manual and is familiar with the principles and procedures of: Simplexa™ HSV 1&2 Direct Assay plus VZV				
1.3	Trainee is familiar with the Diasorin MDX LIAISON System including MDX LIAISON and MDX LIAISON Studio software.				
1.4	Trainee is aware of the general precautions related to PCR procedures including: a. The proper use of gloves, gowns, filtered pipette tips and the danger of ribonuclease contamination. b. The specific storage and working temperatures for reagents.				
1.5	Trainee is aware of the Quality Control (QC) Procedures, their implications and their interpretations: a. External positive and negative QC b. Positive Control c. NTC				
1.6	Trainee has demonstrated on how to create a run in MDX LIAISON for HZ MDX				

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1.6	Trainee is aware to include a pooled external positive (HSV1, HSV2 and VZV) and external negative for each run.				
1.7	<p>Trainee is aware of the following procedure:</p> <ul style="list-style-type: none"> • After removing HSV 1/2 Reaction Mix from freezer storage, thaw within 30 minutes • Adding the necessary volume of Diasorin VZV Primer to the pooled HSV1/2 reaction mix done in the Clean Room • Trainee is aware to spin the pooled HSV1/2 reaction mix. 				
1.8	<p>Trainee has successfully demonstrated proficiencies in:</p> <ol style="list-style-type: none"> Operating LIAISON MDX System including LIAISON MDX instrument and LIAISON MDX Studio software Printing the Disc Map for processing in Biosafety cabinet. Recognizing which instrument to load the Direct Amplification Disc Creating another run when a previous run is still in progress. Recognizing how to locate in the LIAISON MDX Studio where the created runs are and how to run it while another is in progress. 				
1.9	Trainee has successfully demonstrated how to print results and attach to the HZ MDX worklist.				
2.0	Trainee is aware that if the pooled external positive results does not demonstrate a VZV amplification, to not release the whole run and to report immediately to the				

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	Senior/Charge Technologist.				
2.0	Trainee has successfully demonstrated on how to interface results in bioftp.				
2.1	Trainee has successfully demonstrated on how to report and document a positive HSV 1, HSV 2 and VZV				
2.2	Trainee is able to recognize that the run has a possible contamination due to high level of samples with high ct values and high positivity rate not concordant with the positivity rate of the test.				
2.3	Trainee is able to demonstrate to troubleshoot and report when the LIAISON MDX malfunctions and to advise the next shift and Senior.				

Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

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Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Print Name

Trainer Name: _____

Print Name


#	Area/Competency	Employee Signature	Date	Trainer Signature	Date
Xpert®Xpress CoV-2 plus & Xpert®Xpress CoV-2/Flu/ RSV plus on GeneXpert Xpress					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee is aware of calls and emails from MOTC and TGLN as well as the TAT of samples tested on GeneXpert Hub configuration.				
1.3	Trainee is aware of the general precautions related to PCR procedures including: The proper use of gloves, gowns, and the danger of ribonuclease contamination. The specific storage and working temperatures for reagents.				
1.4	Trainee has performed the weekly maintenance of the GeneXpert Xpress System				
1.5	Trainee has reviewed the procedure manual and is familiar with the principles and procedures of: Xpert® Xpress CoV-2 plus & Xpress Xpert CoV-2/Flu/RSV plus on GeneXpert Xpress system				
1.6	Trainee is aware of the Quality Control (QC) Procedures, their implications and their interpretations: a. External Positive Control b. External Negative Control				

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1.7	Trainee has demonstrated proficiency in loading a sample on GeneXpert Xpress system				
1.8	Trainee is aware Xpert Xpress CoV-2/Flu/RSV kit is only for STAT samples from TW ED , or MAID sample approved by microbiologists.				
1.9	Trainee recognized when there is a possible contamination of the instrument and to report the issue to either Charge/Senior Technologist.				
2.0	Trainee is aware that the Xpert Xpress CoV-2 plus and Xpert Xpress CoV-2/Flu/RSV assay is not interfaced and demonstrated successfully to manually report the test when done in less than an hour.				
2.1	Trainee is aware of the reporting algorithms when using Xpert Xpress CoV-2 and Xpert Xpress CoV-2/Flu/RSV assay kits on GeneXpert Xpress system.				

Employee

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Signature *Date (yyyy-mm-dd)*
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

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Signature *Date (yyyy-mm-dd)*
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Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Blood Culture Processing Bench					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with blood culture bottle types and media				
1.3	Employee is familiar loading BC bottles onto the virtuo.				
1.4	Employee is familiar with Dimorphic fungi (SPS) procedure				
1.5	Employee is familiar with the processing procedure for blood culture bottles. <ul style="list-style-type: none"> Changing incubation times 				
1.6	Employee is familiar with accessioning non-blood fluids & proper label on bottle				
1.7	Employee is aware of process of RG3 blood cultures into Virtuo and if one comes out positive. Employee is aware of staph streak procedure.				
1.8	Employee is familiar with the daily operations of the Virtuo including maintenance and troubleshooting barcode errors				
1.9	Employee is familiar with the proper procedure for processing specimen off-line				
1.10	Employee understands the STAT nature of positive blood cultures and priority over other duties.				
1.11	Employee is familiar with processing positive bottles STAT				
1.12	Employee is familiar with positive subculture procedure of FO2 and PED bottles on the WASP and alternate				

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Blood Culture Processing Bench					
	procedure.				
1.13	Employee is familiar with positive subculture of FN positive bottles				
1.14	Employee is familiar offline incubation of blood culture bottles.				
1.15	Employee is familiar with reloading false positive bottles.				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Infection Control					
1.1	Knowledge of specimen collection, transportation and proper containers				
1.2	Employee has read the specimen processing .				
1.3	Knowledge of appropriate media for specimens.				
1.4	Knowledge of processing and planting specimens procedures and the use of sterile techniques.				
1.5	Knowledge of condition for incubating primary isolation media				
1.6	Understands and able to use different instrumentation to process specimen, perform maintenance required and troubleshoot.				
1.7	Employee is aware of QC to be set up and documentation of QC.				
1.8	Storage of specimens before and after processing and is aware of Retention Time Policies				
1.9	Familiar with the proper daily disinfection of the work area including PCR areas.				
1.10	Knowledge of specimen rejection for IC samples				
1.11	Understand STAT nature of PCR tests and priority of specimens.				
1.12	Aware of duties and workflow				

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Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and
able to assume the bench duties as required.

Trainer

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Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the
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Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Genital Specimens					
1.1	Knowledge of specimen collection, transportation and proper containers				
1.2	Employee has read the specimen processing .				
1.3	Knowledge of appropriate media for specimens.				
1.4	Knowledge of processing and planting specimens procedures .				
1.5	Knowledge of condition for incubating primary isolation media				
1.6	Understands and able to use different instrumentation to process specimen, perform maintenance required and troubleshoot.				
1.7	Employee is aware of QC to be set up and documentation of QC.				
1.8	Storage of specimens before and after processing and is aware of Retention Time Policies				
1.9	Familiar with the proper daily disinfection.				
1.10	Knowledge of specimen rejection for genital specimens				
1.11	Understand duties, workflow and priority of specimens				

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Employee

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materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

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Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Trainer Name: _____

<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
IMS – Inventory Management System Training					
1.1	Employee has reviewed and is familiar with the IMS manual.				
1.2	Employee can successfully create, print and receive RFID tags for all Non-Abbott products in IMS.				
1.3	Employee is able to receive Abbott products using AlinIQ Handheld Device				
1.4	Employee can successfully perform product consumption using AlinIQ Handheld Device.				
1.5	Employee is competent in expired product procedure including <ul style="list-style-type: none"> printing expired product list from IMS remove expired products from stock and consuming as “expired” by hand held device. 				

Employee

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Signature *Date (yyyy-mm-dd)*

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Trainer


I, _____, on _____ have reviewed and confirmed that the
Signature *Date (yyyy-mm-dd)*

above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Print Name

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Print Name


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Miscellaneous Planting Bench					
1.1	Knowledge of specimen collection, transportation and proper containers				
1.2	Knowledge of preparation and staining of different kinds of smears e.g. grams, ZN, modified Kinyoun stain and Fungal stain.				
1.3	Knowledge of appropriate media for different types of specimen (media types, composition, purpose advantages and disadvantage)				
1.4	Knowledge of processing and planting different types of specimens i.e. swabs, fluids, pus, tissues, bone marrow, biopsies, nails, skin scrapings, etc.)				
1.5	Knowledge of condition for incubating primary isolation media				
1.6	Knows how to process specimens using Isoplater and Gram Stain Instrument				
1.7	Employee is aware of QC to be set up and documentation of QC.				
1.8	Knowledge of maintenance and troubleshooting of equipment and instruments.				
1.9	Storage of specimens before and after processing and is aware of Retention Time Policies				
1.10	Familiar with the proper daily disinfection of the work area				
1.11	Familiar with Workflow and duties				
2.1	Technician is familiar with Vitek2 instrument and interface.				
2.2	Technician is aware of Vitek2 status and menu options.				

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2.3	Technician is able to perform Monthly Maintenance on Vitek2 i.e. Boat, Carousal and Optic Cleaning.				
2.4	Technician is able perform diagnostic test for Optics after cleaning.				
2.5	Technician is able perform Shutdown and Reset after cleaning.				
2.6	Technician is able Perform Monthly Densicheck Cleaning.				
2.7	Technician is aware of Total Qc documentation after monthly maintenance.				

Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Send-out Specimens					
1.1	Employee is familiar with sending specimens for Mycobacteria testing to the Public Health Lab as outlined in the manual				
1.2	Employee is familiar with sending specimens for Parasitology testing to the Public Health Lab as outlined in the manual				
1.3	Employee is familiar with sending specimens for Legionella, Mycoplasma, Chlamydia culture testing to the Public Health Lab as outlined in the manual				
1.4	Employee is familiar with sending specimens for antigen testing to MIRA VISTA Diagnostics as outlined in the manual				
1.5	Employee is familiar with sending specimens for slit skin smear for Leprosy to National Hansen's Disease Programs as outline in the manual				
1.6	Employee is familiar with routine send out procedures.				
1.7	Employee is familiar with packaging and transportation of specimen requirements				
1.8	Understands how to review pending lists				

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Employee

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materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Trainer Name: _____

<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Outstanding List Review					
1.1	Employee is familiar with daily printing, checking, resulting and documentation of Outstanding Receiving Worklist for Bacteriology and Infection Control.				
1.2	Employee is familiar with daily printing of Plating Worklist and resolve outstanding unplated orders.				
1.3	Employee is familiar with daily checking of Baycrest Receiving Worklist and identifies outstanding orders against manifest lists.				

Employee

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Signature *Date (yyyy-mm-dd)*
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature *Date (yyyy-mm-dd)*
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Urine Planting Bench					
1.1	Knowledge of specimen collection, transportation and proper containers				
1.2	Evaluates the suitability of specimens and acts in accordance with policy (not sufficient quantity, leaking specimen, unlabelled specimen, wrong container etc.)				
1.3	Knowledge of preparation and staining of different kinds of smears e.g. Eosinophil				
1.4	Knowledge of appropriate media for different types of specimen				
1.5	Knowledge of processing and planting different types of specimens (Segmented, nephrostomy)				
1.6	Knowledge of condition for incubating primary isolation media				
1.7	Knows how to process specimens using cytospin, centrifuges, WASP, Isoplater and Gram Stain Instrument				
1.8	Is aware of QC responsibilities and documentation				
1.9	Knowledge of operating the Cytospin				
1.10	Knowledge of maintenance and troubleshooting WASP, Isoplater and Gram Stain Instrument				
1.11	Knowledge of what media to stock up				
1.12	Storage of specimens before and after processing and is aware of Retention Time Policies				
1.13	Familiar with the proper daily disinfection of the work area				
1.14	Familiar with Workflow, duties and priority of specimens.				

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Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and
able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Respiratory Planting Bench					
1.1	Knowledge of specimen collection, transportation and proper containers				
1.2	Evaluates the suitability of specimens and acts in accordance with policy (not sufficient quantity, leaking specimen, unlabelled specimen, wrong container and when to pool etc.)				
1.3	Knowledge of preparation and staining of different kinds of smears e.g. gram, Eosinophil, ZN, Fungal				
1.4	Knowledge of appropriate media for different types of specimen i.e. media types, composition, and purpose				
1.5	Knowledge of processing and planting different types of specimens i.e. urine, sputum, BAL, bronchial brushes, etc.				
1.6	Knowledge of condition for incubating primary isolation media				
1.7	Knows how to process specimens using cytospin, centrifuges, grinders, stomacher, WASP, Isoplater and Gram Stain Instrument				
1.8	Employee is aware of QC to be set up and documentation of QC.				
1.09	Knowledge of operating the Cytospin				
1.10	Knowledge of maintenance and troubleshooting WASP, Isoplater and Gram Stain Instrument				
1.11	Knowledge of what media to stock up				
1.12	Storage of specimens before and after processing and is aware of Retention Time Policies				
1.13	Familiar with the proper daily disinfection of the work area				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Respiratory Planting Bench					
1.14	Understands duties, workflow and priority of specimens.				

Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
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<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Serology Accessioning Bench					
1.1	Knowledge of specimen collection, transportation and proper containers for serology and molecular tests.				
1.2	Validates information according to requisition, specimen and accepts/rejects specimen based on Specimen Acceptance Policy.				
1.3	Ability to identify different requisitions and file away appropriately.				
1.4	Understands how to order entry using Soft, EPR or paper requisitions from different clinics and referred in samples and how to file requisitions properly.				
1.5	Identifies sample priorities based on STAT status, temperature dependency or need to be separated as soon as possible.				
1.6	Able to accession and sort routine serology samples, separate aliquots when needed and place them in appropriate testing racks				
1.7	Uses proper safety measures when accessioning and preparing samples. Accurate and careful aliquoting skills.				
1.8	Knowledge and use of safe and aseptic techniques				
1.9	Knowledge of processing <ul style="list-style-type: none"> • STAT samples (needlestick/caseroom) • Study samples • Hepatitis B/C Viral load • HIV Viral load • Donors (cadaveric and live) • TGLN 				
1.10	Knowledge of preparing and sending out				

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Serology Accessioning Bench					
	samples to PHL and other locations.				
1.11	Understands how to enter and log QC results. (Hood, Bench, Temperatures)				
1.12	Familiar with Study protocols				

Employee

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Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Virology Accessioning Bench					
1.1	Technician is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Technician has reviewed the SOP				
1.3	Technician is familiar with the performing daily maintenance and the recording of daily maintenance for the Simplexa 3M Cyclor.				
1.4	Technician has reviewed with trainer "good PCR practices" <ul style="list-style-type: none"> • Prepare working Hypochloride daily • Clean work surface frequently throughout the day with Working Hypochloride • Change gloves frequently • Only <u>one sample should be open</u> & in process at a time. • Clean Work surfaces, and Pipettes at end of shift 				
1.5	Technician has reviewed and practiced the loading of samples for Simplexa Flu A/B & RSV into the 3M Cyclor.				
1.6	Technician has reviewed, and practiced the procedure with trainer for Respiratory PHL send outs: respiratory samples for Respiratory Multiplex Testing and Flu A Subtyping to PHL.				
1.7	Technician has reviewed : Accessioning, and aliquoting of EDTA specimens for EBV PCR, CMV PCR				

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Virology Accessioning Bench					
	and BKV PCR Testing.				
1.8	Technician has reviewed : Accessioning, ordering, and aliquoting of Nasopharyngeal specimens for Respiratory PCR Testing. Accessioning, ordering, and aliquoting of samples for Herpes simplex virus (HSV) PCR Testing, Varicella zoster virus (VZV) PCR Testing.				
1.9	Technician has been shown the storage of Virology aliquots in the -70C Freezers. Tested aliquots must be stored daily in the -70C Freezer at the end of each day.				
1.10	Technician has been trained to call Positive Respiratory viruses to the ward/physician & document calls in the call window.				

Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Print Name



Trainer Name: _____
Print Name

#	Area/Competency	Employee Initials	Date (yyy-mm-dd)	Trainer Signature	Date (yyy-mm-dd)
GETINGE STERILIZER LSS275 and LSS450					
1.1	Trainee is familiar with the general lab safety in the Department of Microbiology including the following: Material Safety Data Sheet (MSDS) of bacteria, PPE at all times including gowns, heat resistant gloves, face mask etc				
1.2	Trainee has demonstrated successfully on how to operate the Getinge sterilizer and is familiar with the principles and procedures of the autoclave.				
1.3	Trainee has reviewed the procedure and aware of all the validated parameters on Getinge LSS275 and LSS 450; Wrapped, Liquid Clean and Liquid Soiled				
1.4	Trainee is aware to choose the right parameter for every load and to never run a liquid load on a WRAPPED parameter or do a mixed load.				
1.5	Trainee has demonstrated on how to run the cycle and how to monitor each load.				
1.6	Trainee understand the importance of a failed chemical, biological indicators and the S.M.A.R.T. Getinge LS test and to report the occurrence to a Charge or a senior technologist.				

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1.7	Trainee has demonstrated a successful daily, weekly and monthly maintenance of Getinge LSS275 and Getinge LSS450				
-----	--	--	--	--	--

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Print Name


Trainer Name: _____
Print Name

#	Area/Competency	Employee Initials	Date (yyy-mm-dd)	Trainer Signature	Date (yyy-mm-dd)
GETINGE WASHER					
2.1	Trainee is familiar with the general lab safety in the Department of Microbiology including the following: Material Safety Data Sheet (MSDS) of bacteria, PPE at all times including gowns, gloves when operating Getinge Washer				
+2.2	Trainee has reviewed the SOP of how to successfully operate the Getinge Washer.				
2.3	Trainee is aware of different parameters on the Getinge Washer and to choose according to loads.				
2.4	Trainee has successfully demonstrated on selecting a wash cycle and choosing appropriate settings for load types.				
2.5	Trainee is aware of chemical or detergent checks and to always verify detergent/disinfectant levels before starting a load.				
2.6	Trainee has successfully demonstrated unloading the Washer safely and to always inspect items for cleanliness				

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2.7	Trainee has successfully demonstrated on how to perform routine maintenance visual inspection after every load.				
2.8	Trainee is aware of a failed Getinge Assured Wash monitor and to report the occurrence to a Charge or Senior Technologist				
2.9	Trainee has successfully demonstrated on how to troubleshoot error messages and to report to a Senior or Charge Technologist error messages.				

Employee

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Signature Date (yyyy-mm-dd)
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Trainer

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Print Name



Trainer Name: _____
Print Name

#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
SIBO					
1.1	The employee can successfully organize samples in numerical/collection date and accession orders in LIS <i>Observe the employee in order entry, documenting the time & date received while ensuring proper organization of tubes in numerical order and storing at room temperature prior to testing.</i>				
1.2	The employee can successfully transcribe data in SIBO result form. <i>Check employee accurately enters data while documenting in duplicate to sheet assessed.</i>				
1.3	The employee can successfully perform Calibration and run QC of Quintron Breath Tracker & Quintron AlveoVac				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
SIBO					
	extraction unit. <i>Observe employee in ensuring the instrument is ON and PRIMED or if tubes are correctly inserted onto AlveoVac analysis. Familiarized employee in timeframes to replace SIV desiccant, dust barriers and if patient sample collection meet the accepted requirements. Observe employee in charging a minimum of 20cc gas and injection of gas into sample port while ensuring that the forms are properly documented.</i>				
1.4	The employee can successfully perform patient test samples. <i>Observe employee in performing test by ensuring the tubes correctly inserted on Alveo Vac while analysis started. Observe employee in documenting data in duplicate.</i>				
1.5	The employee can successfully manage and troubleshoot issues & storage. <i>Observe the employee in troubleshooting issues with samples and accepting timeframes for testing & TAT requirements. Observe employee in proper disposal of "test-done" tubes.</i>				
1.6	The employee can order tests appropriately. <i>Observe proper test ordered as per departmental SOP. Observe proper labelling, specimen processing and labelling of worksheets.</i>				
1.7	The employee can successfully run test: <i>Observe procedure including sample ID</i>				

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SIBO					
	<i>comparison, sterile techniques to avoid contamination and proper procedure if followed.</i>				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.



Employee Name: _____
Print Name

Trainer Name: _____
Print Name

#	Area/Competency	Employee Signature	Date	Trainer Signature	Date
COVID Receptionist					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS); PPE and waste disposal.				
1.2	Understands patient confidentiality and the security of patient information when it comes to sharing information				
1.3	Is able to respond to phone calls from health care providers for COVID and laboratory inquiries (eg. sample receipt, results, turnaround time, expedited testing requests)				

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1.4	Documents phone calls in the call window				
1.5	Is able to access and navigate the COVID hotline mailbox				
1.6	Knows to communicate expedited result requests to the relevant technician/technologist				
1.7	Understands how to search for patient test results within the Laboratory Information System				
1.8	Faxes reports to clients and public health units				
1.9	Operates the scanners to digitally file COVID requisitions				
1.10	Is able to correct patient demographics following instructions by the LIS officer				
1.11	Knows how to recognize errors and how to request corrections from our client sites				
1.12	Is able to search for doctor codes through Soft or on CPSO website				
1.13	Knows how to contact LIS officer for the registration of new Doctors/wards for new clients				
1.14	MPAN Report Emailing for COVID and VOC positives				
1.15	Batch fax COVID positive results from UHN,MSH and WCH wards to Toronto Public Health				
1.16	Generate COVID VOC CT value list				
1.17	Generate and print the daily COVID positive, VOC positive and outbreak faxing Public Health Unit list				
1.18	Faxing correction requests to Public Health Laboratory or Sick Kids for VOC WGS reports received from them (e.g. missing/incorrect LIS order number, patient name, etc)				
1.19	Confirm samples received and email COVID specimen manifest to Cleveland Clinic				
1.20	Print COVID specimen manifest from Stage Zero				

Employee


I, _____, on _____ have read and understood all relevant
Signature *Date (yyyy-mm-dd)*

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materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

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Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
COVID ACCESSIONING BENCH					
1.1	Trainee is familiar with general lab safety in the laboratory including: <ul style="list-style-type: none"> • Material Safety Data Sheet (MSDS) • Biosafety cabinet use • Required PPE • Safe laboratory practices • Area cleaning/disinfecting procedure • Waste disposal. • Never leave samples unattended 				
1.2	Understand the COVID workflow – Specimen sorting, accessioning, aliquoting, testing, archiving including specimen prioritization throughout process.				
1.3	Understand the process for Pre-Op and Transplant labelled swabs.				
1.4	Has read and understands the COVID job aid manual				
1.5	Understands manual order entry from requisitions: <ul style="list-style-type: none"> • create new patient stays or orders • Health Care mandatory (if provided) • Completion of yellow highlighted mandatory fields • recognized client submitter number • Use of CPSO code for physician or selection from physician in search field by name and address • Test selection by keypad only. 				
1.6	Ensures accurate data entry for each unique patient order, knows to recognize errors and how to request corrections				

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1.7	Familiar with process to contact on call LIS officer for the registration of new Doctors/wards for new clients				
1.8	Is able to identify interfaced samples (order or auxillary numbers) and knows how to troubleshoot "non-received" samples				
1.9	Able to recognize submitting hospital by swab label for interfaced samples				
2.0	Can recognize the different types of media used for COVID testing and able to select the right aliquot tubes for testing.				
2.1	Is able to accept/reject specimens based on Specimen Acceptance Policy				
2.2	Properly cleans specimen tubes, then labels specimen, and aliquot tubes in a safe manner				
2.3	Knows where to place accessioned samples that are ready to be aliquotted				
2.4	Aware of inventory process and use of RFID labels				

Employee

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Signature Date (yyyy-mm-dd)
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Trainer

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Trainer Name: _____

Print Name

Print Name


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
COVID ALIQUOTING BENCH					
1.0	Trainee has read and understood applicable aliquoting SOPs and job aids				
1.1	Understands safety requirements of duties including the required PPE and proper donning and doffing techniques.				
1.2	Able to safely use a Biological Safety Cabinet: <ul style="list-style-type: none"> Aware of sash use Minimize contents within hood clean surfaces and contents prior and after use airflow should be unobstructed 				
1.3	Understands the priority order of samples to aliquot and the importance of STAT/Pre-op specimens				
1.4	Examines specimens to ensure that the patient demographics match both the original specimen label and the aliquot tube				
1.5	Knowledge and use of safe and aseptic techniques during the aliquoting of specimens Only 1 specimen and matching one aliquot tube should be open at any one time. Under no circumstance should any other specimens or tubes more be open to prevent contamination of samples.				
1.6	Knows where to place aliquotted samples for testing in designated fridge and how to organize by priority/time and type of tube.				
1.7	Knows where to place original sample racks for scanning for storage (for study samples)				

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1.8	Properly cleans hood surface and working space at end of shift or as required				
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Employee

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Trainer

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Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Bacteriology Training

Employee Name: _____

Trainer Name: _____

Print Name

Print Name



#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Vitek Bench					
1.1	Employee has reviewed the Vitek manual with the trainer				
1.2	Employee is aware of how to use the Vitek safely.				
1.3	Technologist is familiar with and able to locate and login to FLEXprep, Vitek 2 Web, and Vitek 2 Systems				
1.4	Technologist is able to calibrate DensiCHEK using standards and document results. Familiar with use to correctly prepare a 0.5 McFarland for clinical samples.				
1.5	Technologist is able to program Vitek GN or GP identification card on FLEXprep				
1.6	Technologist is able to program both identification + susceptibility card on FLEXprep				
1.7	Technologist is able to program susceptibility card on FLEXprep <ul style="list-style-type: none"> • Technologist knows how and when to enter organism ID • Technologist is able to enter offline AST tests 				
1.8	Technologist is aware of hitting F10 "Send Cassette" when finished programming a cassette and other hot keys				
1.9	Technologist is able to load/unload cassettes onto the Vitek				
1.10	Technologist knows how to review				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Vitek Bench					
	cassette after loading on Vitek by checking "Cassette View" on Vitek 2 Systems <ul style="list-style-type: none"> Technologist is able to troubleshoot and correct data if not loaded correctly 				
1.11	Technologist is able to perform Daily Review by checking the worklist on Vitek 2 System <ul style="list-style-type: none"> Technologist is able to correct orders with missing data Technologist is able to change isolate numbers/Choose a low discrimination identification/ change order numbers/ and enter AST offline tests 				
1.12	Technologist is able to edit and delete cards both in progress and completed				
1.13	Technologist is able to search for reports and print reports if required				
1.14	Technologist is able to search long-term data storage for reports and print reports if required				
1.15	Technologist is able to change pipette tips and saline using aseptic techniques <ul style="list-style-type: none"> Technologist is able to perform dispenser/pipettor diagnostic test 				
1.16	Technologist knows where to find Biomerieux contact information in the SOP and on the Vitek and is able to identify the serial number of the Vitek				

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Vitek Bench					
1.17	QC bench technologist is aware of the processes and procedures of performing QC on new shipments of Vitek ID/susceptibility cards <ul style="list-style-type: none"> • They are able to program QC strains on FLEXprep • They are able to review cards with QC deviation • They are able to review cards that passed QC • They are able to accession new lots/shipments of cards onto Vitek System 				

Employee

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Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
WASPLAB Bench					
1.1	Employee is familiar with WASPLab manuals				
1.2	Employee is familiar with components (WASP, Lines, Imaging station, Incubator, Server, Web application workstation) including the purpose of stackers of the WASPLab system				
1.3	Employee is able to work safely with the WASPLab system.				
1.4	Employee understands the workflow of the WASPLab system from WASP to Web Application including the purpose of all the stackers.				
1.5	Employee is aware of frequency of maintenance and QC to be completed and able to perform required related tasks (Conveyor, stackers, imaging module, incubator maintenance)				
1.6	Employee understands general troubleshooting of WASPLab system				
1.7	Employee is familiar with the overview of the WASPLab Web application				
1.8	Employee can successfully use the screening, reading and picking applications to process plates.				

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Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

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Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Area/ Competency	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
TREK Sensititre System					
1.1	Employee has reviewed the TREK Sensititre manual.				
1.2	Employee is familiar with the principle of the TREK Sensititre System including maintenance and basic trouble shooting				
1.3	Employee is familiar with the proper procedure of setting up the MIC panel by using Sensititre AIM auto-inoculator				
1.4	Employee is familiar with the proper procedure of incubating the MIC panel in O2 incubator for 24h				
1.5	Employee is familiar with the procedure of checking purity plate and colony count with ≥ 30 colonies as acceptable. Inform the senior if the colony count is less than 30				
1.6	Employee is familiar with the "SWIN" icon on the OptiRead screen				
1.7	Employee is familiar with all the icons on the "Isolates in Progress" screen				
1.8	Employee is familiar with the proper procedure for obtaining the MIC values by using Sensititre OptiRead				
1.9	Employee is able to review and accept the result, and inform the senior if there are warnings				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.10	Employee is familiar with the proper procedure of manual panel reading by using Sensititre Manual Viewer mirror when the Sensititre OptiRead is not functioning and record the MIC results in the panel demographic sheet				
1.11	Employee is familiar with the proper procedure of manual panel reading by using "Vizion" as back up				
1.12	Employee is familiar with the proper daily disinfection of the working area				
1.13	Employee is able to search for previously completed results				
1.14	Employee is familiar with the proper procedure of setting up QC organism and obtaining the QC results by using QC icons				
1.15	Employee is familiar with the proper procedure of obtaining the new panel lot and registering it in the TREK system				
Employee Feedback:					

Employee

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Signature Date (yyyy-mm-dd)

materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)


above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Section: Personnel	Subject Title: Orientation for Technologists_Technicians	

Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Maldi-Vitek MS					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the principle of the Vitek MS instrument including maintenance and basic troubleshooting				
1.3	Employee is familiar with the proper procedure for Vitek MS preparation using slide, pipette, control and matrix/FA				
1.4	Employee is able to locate and log in to MYLA and can navigate the dashboard to Flexprep				
1.5	Employee knows how to scan slide and add Bench ID				
1.6	Employee is familiar with the proper procedure for entering specimen numbers into Vitek MS prep station and differentiating bacteria/fungi				
1.7	Employee knows how to skip a spot and erase and re-enter spot information				
1.8	Employee is familiar with the proper procedure for loading/unloading slide into Vitek MS				
1.9	Employee is familiar with the process for re-applying failed calibrator E.coli ATCC 8739				
1.10	Employee is familiar with the procedure of applying mucoid /dry /other organism onto the slide				
1.11	Employee knows how to open Vitek MS software from MYLA dashboard and how to go to Results to Review				
1.12	Employee is familiar with the procedure to review/search/print results				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Maldi-Vitek MS					
	in MYLA, including reviewing by Bench and Specimen Number				
1.13	Employee is familiar with importance of verifying MS label matches plate label when not making preps at MS prep station				
1.14	Employee has demonstrated the ability to perform QC testing associated with the bench and is able to enter the results into SOFT TotalQC				
1.15	Employee is aware that Isolates with confidence values >98% can be auto reviewed, and knows how to check reviewed results				
1.16	Employee is aware of how to change isolate number of specimen once it's been reviewed, if necessary				
1.17	Employee is familiar with the proper daily disinfection of the work area				
1.18	Employee is familiar with storage of MS slides after use				
1.19	Employee is familiar with ID acceptability /unactable guidelines as per Vitek MS manual.				
1.20	Employee is familiar with the fact that MS results must correlate with what is growing in the culture and repeat testing if they do not				
1.21	Employee is familiar with possibility of cross-contamination of test wells with the control well or other organisms if care is not taken when inoculating.				

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Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Respiratory Bench					
1.1	The employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the proper reading and reporting of Gram stains.				
1.3	Employee is familiar with the policy concerning the rejection criteria of sputum specimens				
1.4	Employee is familiar with the protocol for quantitation of cultures				
1.5	Employee is familiar with the culture media and reagents used in this section				
1.6	Employee is familiar with the common respiratory pathogens include probable and possible organisms.				
1.7	Employee is familiar with procedures used for identifying and performing susceptibility tests on significant isolates				
1.8	Employee has demonstrated the ability to generate appropriate and accurate reports in accordance with the laboratory manual				
1.9	Employee is familiar with the policy concerning the work up of yeasts and the referral of moulds to mycology				
2.0	Employee is familiar with the policy concerning notification of Infection Control and the phoning of critical value results				
2.1	Employee has demonstrated the ability to perform QC testing associated with the bench and is able to enter the results into MicQC				
2.2	Employee has demonstrated the ability to enter isolates into the SoftStore				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
	program				
2.3	Employee is familiar with the proper daily disinfection of the work area				
2.4	Employee is aware of bench workflow and duties.				

Employee

I, _____, on _____ have read and understood all relevant
Signature *Date (yyyy-mm-dd)*
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature *Date (yyyy-mm-dd)*
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Urine Bench					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the culture media and reagents used in the section				
1.3	Employee is familiar with the significance of the urine colony counts				
1.4	Employee is familiar with procedures used for identifying and performing susceptibility tests on significant isolates				
1.5	Employee has demonstrated the ability to enter results into the LIS using batch entry				
1.6	Employee has demonstrated the ability to generate appropriate and accurate reports in accordance with the laboratory manual				
1.7	Employee is familiar with the policy concerning notification of Infection Control and the phoning of critical value results				
1.8	Employee has demonstrated the ability to perform QC testing associated with the bench and is able to enter the results into MicQC				
1.9	Employee has demonstrated the ability to enter isolates into the SoftStore program				
1.10	Employee is familiar with the proper daily disinfection of the work area				
1.11	Employee is aware of bench workflow and duties.				

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Employee

I, _____, on _____ have read and understood all relevant
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materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Miscellaneous/Wound Bench					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the correct incubation times and atmospheres for each type of medium and specimen				
1.3	Employee is familiar with the workflow routines and work lists				
1.4	Employee is familiar with the proper use and maintenance of the anaerobic holding tank				
1.5	Employee is familiar with the proper use of the anaerobic jars, and QC documentation of the biological controls				
1.6	Employee is familiar with the policies concerning the work up and reporting of anaerobes				
1.7	Employee is familiar with the appropriate use of susceptibility tests as specified in the manual for each client/specimen				
1.8	Employee has demonstrated the ability to generate appropriate and accurate reports in accordance with the laboratory manual				
1.9	Employee is familiar with the proper practice for the set up and incubation of the oxacillin and vancomycin screen, CRE procedure and high level aminoglycoside plates				
1.10	Employee is familiar with the procedure to refer isolates to PHL and referral of yeast and moulds to mycology				

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1.11	Employee is familiar with the policy concerning notification of Infection Control and the phoning of critical value results				
1.12	Employee has demonstrated the ability to perform QC testing associated with the bench and is able to enter the results into MicQC				
1.13	Employee has demonstrated the ability to enter isolates into the SoftStore program				
1.14	Employee is familiar with the proper daily disinfection of the work area				
1.15	Employee is aware of bench workflow and duties.				

Employee

I, _____, on _____ have read and understood all relevant
Signature *Date (yyyy-mm-dd)*
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature *Date (yyyy-mm-dd)*
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Gynae & Enterics Bench					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the proper procedure for interpreting and reporting of gram stains and wet preps				
1.3	Employee is familiar with the culture media, appropriate incubation times and conditions and reagents used in the section				
1.4	Employee is familiar with the colonial morphology of the pathogens encountered on this bench				
1.5	Employee is familiar with the criteria for setting up identification and susceptibility tests				
1.6	Employee has demonstrated the ability to enter results into the LIS using batch entry				
1.7	Employee is familiar with the procedure for performing serological tests on isolates				
1.8	Employee is familiar with the procedure for performing the following: API NHI card, Gonogen, TSI, ONPG-PAM, Urea, TSB				
1.9	Employee has demonstrated the ability to generate appropriate and accurate reports in accordance with the laboratory manual				
1.10	Employee is familiar with the procedure to refer isolates to PHL and referral of yeast and moulds to mycology				
1.11	Employee is familiar with the policy concerning notification of Infection Control and the phoning of critical value results				
1.12	Employee has demonstrated the ability to perform QC testing associated with the				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
	bench and is able to enter the results into MicQC				
1.13	Employee has demonstrated the ability to enter isolates into the SoftStore program				
1.14	Employee is familiar with the proper daily disinfection of the work area				
1.15	Employee is aware of bench workflow and duties.				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____

<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
STAT Bench					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the basic functions of the Virtuo including basic troubleshooting.				
1.3	Employee is familiar with reading BC gram stains reporting and communicating BC gram stains.				
1.4	Employee is familiar with checking and resulting worklists				
1.5	Employee understand how to analyze and process daily status and error reports.				
1.6	Employee is familiar with duties relating to the bench during all shifts as per Bench duties manual.				
1.7	Employee is familiar with dealing with anonymous and orphan bottles in Virtuo				
1.8	Employee is familiar with processing “no bacteria seen”				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)

materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)



above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Blood Culture Bench					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the principle of the Virtuo instrument and blood culture bottle media				
1.3	Employee is familiar with the proper procedure for testing and reporting requests for: SBE/IE, PUO/FUO Dimorphic fungus Cryptococcus Brucella Bone marrow Bone bank Sterile fluids				
1.4	Employee understands the workflow of positives throughout all shifts.				
1.5	Employee is familiar with the Virtuo <ul style="list-style-type: none"> • Check graphs • Load, re-load, remove bottles 				
1.6	Employee is familiar with the culture media, incubation times and reagents used in the section.				
1.7	Employee understands identification tests and MALDI requirements for BC isolates				
1.8	Employee is familiar with the appropriate use of susceptibility tests as specified in the manual for each client/specimen				
1.9	Employee has demonstrated the ability to generate appropriate and accurate reports in accordance with the laboratory manual				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.10	Employee is familiar with the procedure to refer isolates to PHL and referral of yeast and moulds to mycology				
1.11	Employee is familiar with the policy concerning notification of Infection Control and the phoning of critical value results to ward/physician/ Infectious Disease resident				
1.12	Employee has demonstrated the ability to perform QC testing associated with the bench and is able to enter the results into MicQC				
1.13	Employee has demonstrated the ability to enter isolates into the SoftStore program				
1.14	Employee is familiar with the proper daily disinfection of the work area				
1.15	Employee is aware of notification procedure for blood culture isolates to ward/physician/ICP/ID by phone or email as appropriate as per BC manual or isolate notification manual.				
1.16	Employee is aware of other bench duties				

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Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and
able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the
bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Infection Control - MRSA					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the design of the media, incubation requirements and colonial morphology of significant isolates on selective media used on the bench				
1.3	Employee is familiar with the work up of new and previous positive samples.				
1.4	Employee is familiar with the identification tests used on the bench.				
1.5	Employee is familiar with the appropriate use of susceptibility tests as specified in the manual for each client/specimen and understands the significance of each. (Oxacillin Screen, Denda, E test testuls, MIC results)				
1.6	Employee is familiar with the need and procedure to refer isolates.				
1.7	Employee is familiar with the policy concerning notification of Infection Control and the phoning of critical value results				
1.8	Employee has demonstrated the ability to perform QC testing associated with the bench and is able to enter the results into MicQC				
1.9	Employee has demonstrated the ability to enter isolates into the SoftStore program				
1.10	Employee is familiar with the proper daily disinfection of the work area				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.11	Employee is familiar with duties and workflow				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Infection Control Bench - VRE					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the design of the media, incubation requirements and colonial morphology of significant isolates on selective media used on the bench				
1.3	Employee is familiar with the work up of new and previous VRE tests				
1.4	Employee is familiar with the identification tests used on the bench				
1.5	Employee is familiar with and understands the significance and reporting sensitivity results (Vanc screen, E tests, PCR)				
1.6	Employee is familiar with the appropriate use of susceptibility tests as specified in the manual for each client/specimen				
1.7	Employee is familiar with the procedure to refer isolates to PHL or NML.				
1.8	Employee is familiar with the policy concerning notification of Infection Control and the phoning of critical value results				
1.9	Employee has demonstrated the ability to perform QC testing associated with the bench and is able to enter the results into MicQC				
1.10	Employee has demonstrated the ability to enter isolates into the SoftStore program				
1.11	Employee is familiar with the proper daily disinfection of the work area				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.12	Employee is familiar with duties and workflow				
1.13	Trainee is aware of PCR procedure, sterile techniques and resulting, maintenance of Cepheid/Lightcycler.				
1.14	Trainee understands the processing and resulting of direct PCR specimens.				
1.15	Trainee is familiar with preparing necessary specimens for PFGE.				
1.16	Trainee is familiar with preparing and processing specimens for broth culture.				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Infection Control Bench - CRE /ESBL					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the design of the media, incubation requirements and colonial morphology of significant isolates on selective media used on the bench				
1.3	Employee is familiar with the work up of new ESBL, CRE				
1.4	Employee is familiar with the work up of previous positive ESBL, CRE				
1.5	Employee is familiar with the identification tests used on the bench				
1.6	Employee is familiar with the work up of specimens.				
1.7	Employee is familiar with and understands the significance and reporting of meroscreen, bcarba, PCR preliminary and confirmatory results.				
1.8	Employee is familiar with the appropriate use of susceptibility tests as specified in the manual for each client/specimen				
1.9	Employee is familiar with the need and procedure to refer isolates to PHL or NML.				
1.10	Employee is familiar with the policy concerning notification of Infection Control and the phoning of critical value results				
1.11	Employee has demonstrated the ability to perform QC testing associated with the bench and is able to enter the results into MicQC				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.12	Employee has demonstrated the ability to enter isolates into the SoftStore program				
1.13	Employee is familiar with the proper daily disinfection of the work area				
1.14	Employee is familiar with duties and workflow				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Ceftazidime-Avibactam and Aztreonam Combination Test					
1.1	Employee has reviewed the manual with the trainer				
1.2.1	Employee understands the clinical significance of testing MBL-producing Enterobacterales, <i>S. maltophilia</i> , and occasionally <i>P. aeruginosa</i>				
1.2.2	Employee is aware of when this test should be applied				
1.3.1	Employee is aware of required QC strains: <i>K. pneumoniae</i> ATCC 2146 and Clinical Isolate ENT18				
1.3.2	Employee knows expected results and zone size for QC strains				
1.3.3	Employee is able to document QC results accurately and troubleshoot if failed				
1.4.1	Employee is aware of placing meropenem disk in the main inoculum for frozen isolates to maintain antibiotic pressure				
1.4.2	Employee demonstrates correct placement of ATM and CZA disks with a 14 mm inner edge-to-edge distance using the provided template.				
1.4.3	Employee is aware that additional, separately placed ATM and CZA disks (not as a combination test) are required when testing <i>S. maltophilia</i> .				
1.5.1	Employees is able to identify presence or absence of potentiation zone correctly				
1.5.2	Employee accurately measures the potentiation zone starting from the center of the ATM disk at a 45° angle from the centerline between disks, and correctly				

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	multiplies the radius by 2 to determine the final zone diameter				
1.6	Employee is able to distinguish true vs. false potentiation based on visual indicators, referencing illustrations in the manual or example plates when available.				
1.7	Employee correctly demonstrates the following reporting steps: <ul style="list-style-type: none"> • Accurately documents zone sizes and records 'Yes' or 'No' for potentiation • Selects and drops the appropriate KB panel: kbceta+ or kbceta- • Applies the correct isolate comment code: <ul style="list-style-type: none"> • \atas for susceptible • \atar for non-susceptible • Records individual ATM and CZA zone sizes on the workcard for S. maltophilia 				

Employee


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materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
GeneXpert Training (please circle) - VRE / C.difficile / CRE / Enterovirus					
1.1	Trainee is familiar with the general lab safety in the microbiology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee is aware of instrument procedure, maintenance and basic troubleshooting of instrument				
1.3	Trainee understand the acceptable specimen type, volume and specimen preparation, freeze/thawing procedure.				
1.4	Trainee has reviewed the test manual in the Microbiology Manual				
1.5	Trainee is familiar with the proper procedure for reporting results and possible combination of results.				
1.4	Trainee is aware of proper cartridge disposal.				
1.5	Trainee is familiar with storing samples after testing is completed.				
1.6	Trainee is aware of documentation of QC and external controls.				

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bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Quality Control Bench					
1.1	Familiar with functions in SoftTotalQC: lot registration, inactivate and active lot, enter QC results.				
1.2	Register all items to be QC into SoftTotalQC				
1.3	Perform required equipment, reagent, media QCs and enter results into SoftTotalQC.				
1.4	Register and perform QC on items not in SoftTotalQC.				
1.5	Vitek QC: – registration new lot in Vitek – prepare weekly load list – Set up Vitek QC panels – Review Vitek QC results – enter QC action in SoftTotalQC				
1.6	Perform required Kirby Bauer and e-test QCs and enter results into SoftTotalQC.				
1.7	Check reagent cart to ensure reagent in use are the active lot in SoftTotalQC and are not expired.				
1.8	Perform Kirby Bauer disks inventory monthly.				
1.9	Subculture working QC organisms weekly				
1.10	Subculture stock QC organisms from the freezer monthly.				
1.11	Subculture lyophilized stock QC organisms for the freezer annually.				
1.12	Daily Environmental and Bone Bank Sterility Culture reading, workup & reporting.				
1.13	Process for Pharmacy samples following GMP guidelines including positive sample work up and notification.				

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
PFGE Bench					
1.1	Employee has reviewed the manual with the trainer				
1.2	Employee is familiar with the work flow of the PFGE bench				
1.3	Employee is familiar with the testing schedule				
1.4	Employee is familiar with the test ordering in LIS and in BioNumerics				
1.5	Employee is familiar with PFGE gel record sheet				
1.6	Employee is familiar with broth labeling and inoculation in preparation for MRSA, VRE, Serratia and Other typing				
1.7	Employee is familiar with extraction procedure: standardization and plug making, lysis, PK, plug washing				
1.8	Employee is familiar with restriction procedure: enzyme preparation				
1.9	Employee is familiar with Gel preparation and Loading				
1.10	Employee is familiar with the Setting for CHEF-DR II/III machine				
1.11	Employee is familiar with the Staining procedure and safety, precaution and disposal of ethidium bromide and wearing proper PPE				
1.12	Employee is familiar with using Gel DOC XR+Camera to take gel picture and save in files				
1.13	Employee is familiar with criteria for assessing gel quality				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
PFGE Bench					
1.14	Employee is familiar with BioNumerics gel analysis procedure				
1.15	Employee is familiar with BioNumerics naming CMRSA				
1.16	Employee is familiar with reporting in LIS				
1.17	Employee is familiar with Comparison request procedure including both in-house and to PHOL, comparing and Interpreting a cluster in BioNumerics, sending a report by email, and document comparison request in Query log sheet in T drive				
1.18	Employee is familiar with maintenance of CHEF machine on each run, on weekly, on monthly, and on yearly basis and QC procedure of the machine				
1.19	Employee is familiar with the documentation of gel run record in T drive				
1.20	Employee is familiar with preparing plug of the Salmonella ser Branderup H9812 Standard Strain				
1.21	Employee is familiar with reagent preparation including working and stock reagents				
1.22	Employee is familiar with maintenance procedure of water bath, incubator shaker, PH meter and Balance				
1.23	Employee is familiar with inventory checking, in-house enzyme TBE ordering and pick up the TBE from 9th floor				
1.24	Employee is familiar with the proper daily disinfection of the work area				

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Trainer

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Signature Date (yyyy-mm-dd)
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Serology & Virology Training

Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>		<i>Print Name</i>	
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Virology Accessioning Bench					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee has reviewed the SOP for accessioning in the Molecular Manual.				
1.3	Trainee has reviewed : Accessioning and ordering of specimens for Virology PCR tests following the Virology Specimen Accessioning Guide. Also includes accessioning blood/Urine samples for BKV PCR, EBV PCR and CMV PCR.				
1.4	Trainee is aware of duties including EasyMag extraction and CSF/serum crypto.				
1.5	Trainee has been instructed as to : The filling of requisitions for all NML tests, and place specimen in NML box in -20C freezer MFTW when required.				
1.6	Trainee is aware of QC to be done and documentation required.				
1.7	Trainee is instructed to do all the filing of PCR & Serology results.				
1.8	Trainee is familiar with reporting and calling all Positive results.				

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1.9	Trainee is instructed to: Store daily all samples in -70C freezer.				

Employee

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Trainer

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Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Alinity Bench					
1.1	The trainee has reviewed safety aspects including: a. The features of a Biosafety Containment 2 Lab. b. Virus Material Safety Data Sheet (MSDS) c. Operation of a Biosafety Cabinet d. Use of disinfectants and waste disposal				
1.2	The trainee is familiar with the different parts of the analyzer, proper temperature requirements for reagents kits, wash buffers and bulk solutions.				
1.3	The trainee has reviewed the Alinity procedure manual on how to properly navigate the Home screen and what to do when yellow warning signal appears.				
1.4	The trainee has reviewed the procedures relating to receiving, proper mixing and documenting the "received date" and "in-use date with each reagent, control kits and calibrators.				
1.5	The trainee is familiar with how to inspect potential defects of control or reagent cassette, load/unload reagents, load new supplies and how to update supply status.				
1.6	The trainee is familiar with the Alinity Manual relating to the procedures of performing the daily, and weekly maintenance on Alinity.				
1.7	The trainee is familiar with the procedure of running controls including ordering of controls, the frequency of running controls, activation in LIS for new lot #, when to run external controls and what				

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	controls to run on weekends/holidays.				



#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.8	The trainee is familiar with QC rule violations, knows the difference between WARNING flag and REJECT flag; Knows how to add comments in Alinity and how to proceed with a WARNING or REJECT flag.				
1.9	The trainee has reviewed the procedure on how to post the QC results daily.				
1.10	The trainee has reviewed the Serology Manual relating to the testing of all the hepatitis markers and assays. The trainee understands testing for routine patients versus living and cadaveric donors. The trainee understands reflex testing for various assays.				
1.11	The trainee is familiar with how to pull and run previously frozen samples.				
1.12	The trainee has reviewed the Serology Manual relating to how and when to post or not post certain results and when to run reflex testing.				
1.13	The trainee has reviewed the Serology Manual relating to performing HBsAg Qual II Confirmatory Assay.				
1.14	The trainee understands the importance of doing STAT HBsAg Qual II and HIV Ag/Ab for patients from case room with no prenatal workup and on sending specimen to PHL for HIV testing afterwards; this also includes STAT				

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	serology testing for Occupational Health on needlestick incidents: source and staff, <u>rapid HIV testing for UHN Emergency only.</u>				
--	---	--	--	--	--


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.15	The trainee is aware of rejection protocols including observing for hemolysis and heat-inactivated samples				
1.16	The trainee has reviewed the Serology Manual relating to 'Pending List' on LIS and check the pending list daily.				
1.17	The trainee has reviewed the testing procedure for TGLN samples, reflex testing associated with positive results for donor testing and entering/checking results into iTransplant				
1.18	The trainee is aware of phoning not only significant POSITIVE results but also any NSQ/Invalid/Not Tested result pertaining to donor testing.				
1.19	The trainee has reviewed the Serology Manual relating to the weekly checking of the supplies according to the inventory list.				
1.20	The trainee is familiar with all the duties assigned to Alinity Bench.				

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Employee

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Trainer

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Employee Name: _____ Trainer Name: _____
Print Name *Print Name*

#	Area/Competency	Employee Signature	Date	Trainer Signature	Date
Allplex™ RP1A (Flu_RSV_Flu subtyping) by Seegene					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee is aware of the different sample types that Allplex™ RP1A is validated.				
1.3	Trainee has reviewed the procedure manual and is familiar with the principles and procedures of: Seegene Allplex™ RP1A.				
1.4	Trainee demonstrated how to perform Daily and Weekly maintenance on IVD Microlab Starlet				
1.5	Trainee has demonstrated on how to empty waste in the designated waste container labeled CHEMICAL WASTE.				
1.6	Trainee is aware of the general precautions related to PCR procedures including: c. The proper use of gloves, gowns, filtered pipette tips and the danger of ribonuclease contamination. d. The specific storage and working temperatures for reagents.				
1.7	Trainee is aware of the Quality Control (QC) Procedures, their implications and their interpretations:				

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	<ul style="list-style-type: none"> a. Internal Control (IC) b. External QC c. Positive Control d. Negative Control 				
1.8	<p>Trainee is familiar with nimbus IVD Microlab Starlet and Biorad Thermocycler</p>				
1.9	<p>Trainee has incorporated internal, external, positive and negative QCs and has successfully demonstrated proficiencies in:</p> <ul style="list-style-type: none"> a) Loading Allplex RP1A reagents on the Microlab Starlet b) Loading of one RPV IC. c) Loading 1.5mL Eppendorf tubes for the mastermixes. d) Loading 2 sets of reagents when Microlab starlet calls for it and following the reagent map. e) Loading of consumables and waste basket into Microlab Starlet f) Operating Microlab Starlet g) Operating the Biorad Thermocycler. h) Loading of the positive control before the run is done and to change gloves after and be aware 				

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	<p>that when the kit is used >5X, positive control (8uL) should be pipetted manually on the plate after the run is finished according to the plate map generated.</p> <p>i) Loading the PCR plate on the Biorad Thermocycler using the plrn file generated by Microlab Starlet.</p> <p>j) Checking that the right plrn file was used to start the PCR run in the CFX Thermocycler.</p>				
2.0	<p>After the Thermocycler PCR run; the trainee demonstrated proficiency in</p> <ol style="list-style-type: none"> Knowing that the run is valid i.e. valid positive control (PC) and NC. All targets present on the positive control and negative on the negative control Exporting the PCR run to RP1A raw data file. Log in to the Seegene Viewer Open the correct exported file and correct plrn file Able to print the pdf file. Able to export the right csv file for interface. 				
2.0	<p>Trainee is able to recognize that the run has a possible contamination due to high level of samples with high ct values, multiple targets positives on same sample</p>				
2.1	<p>Trainee is able to understand the reporting algorithms for fluA subtyping.</p>				

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2.2	Trainee is able to consult the Microbiologist or Senior if there are any questionable results i.e. two or three targets on the same patient eg fluA and fluB				
2.3	Trainee is able to demonstrate to troubleshoot and report when the Microlab Starlet malfunctions and to advise the next shift and Senior.				
2.4	Trainee is able to demonstrate to report to Senior and Seegene Technical Support if the Microlab Starlet malfunctions, give detailed report and send the logfile of the failed/aborted run.				
2.5	Trainee is able to report positives according to the Isolate Notification protocol				

Employee

I, _____ (sign), on _____ (Date) have read and understood all relevant materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____ (sign), on _____ (Date) have reviewed and confirmed that the above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
AltoStar					
1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
2	Trainee has reviewed the procedure in the Microbiology Manual				
3	Employee is familiar with the use of proper specimen type and storage				
4	Employee is aware of recording available tests left <u>correctly</u> for each Master Mix after PCR set-up				
5	Employee is familiar with Loading reagents into the instrument, unloading from the instrument and proper disposal of the waste.				
6	Trainee has reviewed and understand the different possible combination of results: Negative, Positive and Invalids				
7	Employee has been trained on AltoStar and is familiar with all the instrument components, Reagents, Consumables and their locations				

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Employee

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Signature Date (yyyy-mm-dd)
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Simplexa™ C. difficile Testing



See training checklist [Simplexa™ C.difficile Checklist](#) above.

Simplexa™ HSV 1&2 Direct Assay plus VZV

See training checklist [Simplexa™ HSV/VZ Testing](#) above.

Xpert®Xpress CoV-2 plus & Xpert®Xpress CoV-2/Flu/ RSV plus on GeneXpert Xpress

See training checklist [Xpert®Xpress CoV-2 plus & Xpert®Xpress CoV-2/Flu/ RSV plus on GeneXpert Xpress](#) above.

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<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Biorad CFX96 Deep Well ThermoCycler					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee has reviewed the procedure manual and is familiar with the principles and procedure for: Human Metapneumovirus and Parainfluenza RT-PCR on Bio-Rad CFX96				
1.3	Trainee has reviewed the procedure manual and is familiar with the principles and procedures for: BKV PCR on Bio-Rad CFX96 EBV PCR on Bio-Rad CFX96				
1.4	Trainee has reviewed and made aware of the validation parameters for Quantitative PCRs' (ie. BKV, EBV, and CMV). Trainee can locate the target graph and where to find the slope, PCR efficiency, and the R ² value.				
1.5	Trainee has reviewed the procedure manual and is familiar with the principles and procedure for: <ul style="list-style-type: none"> • alpha Herpes PCR on Bio-Rad CFX96 • Adenovirus PCR on Bio-Rad CFX96 • Parvovirus B19 PCR on Bio-Rad CFX96 				
1.6	Trainee has reviewed the procedure manual and is familiar with the operation of the:				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
	a) Instructions for Pipetting by Eppendorf epMOTION b) Using the epMotion to pipette Bio-Rad 96 Deep well plates				
1.8	Trainee has been shown and can perform the following tasks in the Sorvall ST40 Centrifuge: a) Change the rotor to Microplate carriers b) Centrifuge a Bio-Rad reaction microplate				
1.9	Trainee is aware of the general precautions related to PCR procedures including: a. The physical separation of specimens, standards and control materials, master mix and amplicons into areas (sample preparation area, clean room and detection area). b. The proper use of gloves, gowns, filtered pipette tips and the danger of ribonuclease contamination. c. The specific storage and working temperatures for reagents and the need to mix and centrifuge components. d. The maximum number of freeze-thaw cycles for samples and reagents. e. The need to work quickly in the cooling block.				
1.10	Trainee is aware of the Quality Control (QC) Procedures, their implications and their interpretations:				

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	a. Internal QC b. External QC c. Positive Control & Quantification Standards d. Negative Control & Non template Control (NTC) -H ₂ O				
1.11	Trainee is familiar with the Biorad CFX96 Deep Well Real Time System operation including: <ul style="list-style-type: none"> a. Setting up a run and saving the run. b. Making and importing the worklist. c. Use and interpretation of different fluorophore channels (FAM, HEX, Texas Red, Cy5 & Quasar 705). d. Knowing how to do a mix run i.e. 2 or 3 viruses with in the same PCR run. e. Quantitative Analysis (BKV, EBV, CMV) Understanding the different parameters of a valid PCR run such as the PCR Efficiency, R², & M slope. f. Qualitative Analysis of different viruses such as alpha Herpes, Parvovirus B19, Adenovirus, and CMV. g. Knowing how to set the threshold of the quantitative and qualitative PCR runs. h. Exporting the results. i. Access and use of trouble-shooting information. 				

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1.12	Trainee has incorporated internal, external, positive and negative QC's and has successfully demonstrated proficiencies in: a. Interpretation of graphs and fluorophores. b. Detection and extraction of results using the Bio-Rad software and hardware including printing and reporting of results.				
1.13	Trainee has incorporated internal, external, positive and negative QC's and has successfully demonstrated proficiencies in: a. Sample preparation and nucleic acid isolation using the Qiagen Spin Column. b. Amplification using Altona WNV RT PCR and related equipments. c. Detection and extraction of results using the Biorad CFX Deep Well Real Time System software and hardware including the printing of results, interpretation and reporting of WNV PCR.				

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Employee

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materials and SOPs as pertaining to the above training and have been trained as per checklist and
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Trainer

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Signature Date (yyyy-mm-dd)
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Print Name

Trainer Name: _____

Print Name


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
BioFire FilmArray Encephalitis Panel Testing					
1.1	Employee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Employee has reviewed the testing procedure in the Microbiology Manual.				
1.3	Employee has reviewed and understands acceptable specimens for testing.				
1.4	Employee is aware of specimen processing including: <ul style="list-style-type: none"> opening ME panel pouch only when ready to inoculate sample, ME panel pouch must be loaded within 30 minutes after opening. 				
1.5	Employee is aware of ensuring the vacuum seal is intact when opening new FilmArray ME pouch.				
1.6	Employee is aware of scheduled maintenance required				
1.7	Employee has reviewed and understood result reporting procedure.				
1.6	Employee is aware of QC requirements				

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Signature Date (yyyy-mm-dd)
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able to assume the bench duties as required.

Trainer

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Signature Date (yyyy-mm-dd)
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Trainer Name: _____



<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Signature	Date (yyyy-mm-dd)	Trainer Signature	Date (yyyy-mm-dd)
EMAG®					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee is aware of different sample types for extraction in EMAG and the different protocols for each sample type. a. RESPIRATORY SAMPLES (BAL (PJP, CMV, HZ Semi-auto), Easymag or LUMINEX protocol) b. Other sample types (Generic Semi-Auto, Easymag) c. EASYMAG protocol when sample is <200ul and sample is precious eg vitreous fluid.				
1.3	Trainee has reviewed the procedure manual and is familiar with the principles and procedures of EMAG®.				
1.4	Trainee has demonstrated successfully how to perform Daily and Weekly maintenance on the EMAG instrument.				
1.5	Trainee has demonstrated successfully on how to perform waste disposal in CHEMICAL WASTE and email every week.				
1.6	Trainee is aware of the general precautions related to PCR procedures including: e. The proper use of gloves, gowns, filtered pipette tips and the danger of ribonuclease contamination.				

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	f. The specific storage and working temperatures for reagents				
1.7	<p>Trainee is aware of the Quality Control (QC) Procedures, their implications and their interpretations:</p> <p>a. Internal Control (IC)</p> <p>b. External QC</p> <p>c. Positive Control</p> <p>d. Negative Control</p>				
1.8	<p>Trainee has successfully demonstrated the following</p> <p>a. Recognizing all the STATUS colors of the EMAG® instrument.</p> <p>b. Organizing the run</p> <p>c. Creating the run in Request List</p> <p>d. Choosing the right protocol for each sample type.</p> <p>e. For small precious samples, able to run the sample using the Easymag protocol.</p> <p>f. Preparing the Input.</p> <p>g. Preparing the consumables in the Load and Run.</p> <p>h. Printing of the worklist.</p> <p>i. Pipetting of samples and internal controls in the vessels.</p> <p>j. Incubation of sample plus lysis for Easymag and Respiratory protocols.</p> <p>k. Manual pipetting of eluates in individual eluate tubes when doing the Easymag protocol.</p>				
1.9	Trainee is aware of that the eluates must be removed within 30 minutes from EMAG after the end of extraction				
2.0	After the extraction procedure, trainee is able to view the run report and recognize errors that occurred during the run and report to Senior and Technical Support Biomerieux what the error codes were.				

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2.1	Trainee is able to operate both sides of the EMAG® LEFT and RIGHT				
2.2	Trainee is able to perform end of the day cleaning of EMAG® instrument.				

Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
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Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Roche cobas® 6800 CT/NG Bench Training					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee has reviewed the SOP for Chlamydia trachomatis and Neisseria gonorrhoeae PCR by Cobas 6800 in the Microbiology Manual				
1.3	Trainee is familiar with Loading reagents into the instrument, unloading from the instrument and proper disposal of the waste.				
1.4	Trainee understands the different test codes, sample types, requirement for order number “99” extensions, can troubleshoot for dry swab, double swab, and multiple swab specimens.				
1.5	Trainee has reviewed and understands the different possible combination of results: Negative, Positive, Invalid, as well as the necessary reporting requirements for each result.				
1.6	Trainee knows how to order, and send out all <u>MALE RECTAL or “LGV suspected”</u> swabs that are positive for Chlamydia to NML for LGV testing				
1.7	Trainee has reviewed the test codes of the worklist , and knows they will be responsible for pending tests on these worklists.				
1.8	The trainee is aware of the right color-coded racks for sample loading.				

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1.9	Trainee is aware of inspecting Reagent cassette, Control cassette and pipette tips for any defect before loading into the instrument				
2.0	Trainee has been trained on Cobas 6800 and is familiar with all the instrument components, Reagents, Consumables and their locations				
2.1	Trainee knows not to mix Cobas 6800 lysis reagent with bleach				
2.2	Trainee has reviewed the cobas® 6800 Daily, Weekly, and Monthly Maintenance requirements.				

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Employee

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Trainer

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Roche cobas® 6800 HPV Bench Training

Employee Name: _____
Print Name


Trainer Name: _____
Print Name

#	Area/Competency	Trainee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; disinfection and waste disposal, and follow good laboratory practice, such as aseptic technique, changes of PPE as needed.				
1.2	Trainee has reviewed Roche 6800 HPV testing procedure in the Microbiology Manual.				
1.3	Trainee has reviewed and understands the procedure of preparing different samples types. <ul style="list-style-type: none"> • ThinPrep • SurePath • Tissues in paraffin 				
1.4	Trainee is aware of pre-treat temperature for SurePath is 95°C				
1.5	Trainee knows samples require accession number “99” extensions.				
1.6	Trainee is familiar with HPV testing workflow.				
1.7	Trainee is familiar with loading and unloading reagents from the				

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	instrument and proper disposal of the waste.				
1.8	Trainee is aware of inspecting Reagent and Control cassettes, pipette tips and processing plates for any defect and ensure control cassette is flat before loading into the instrument.				
1.9	Trainee has been trained on Cobas 6800 and is familiar with all the instrument components, reagents, consumables and their locations.				
20.	The trainee is aware of the right colour-coded racks for sample loading.				
2.1	Trainee knows how to check pending.				
2.2	Trainee has reviewed the cobas® 6800 Daily, Weekly, and Monthly Maintenance requirements.				
2.3	Trainee knows not to mix Cobas 6800 lysis reagent with bleach.				
2.4	Trainee is familiar with reviewing results and recording of CT values in LIS and checking QC results before releasing patients' results.				
2.5	Trainee is familiar with troubleshooting processing flags.				

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Trainer

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cobas 6800 WNV/MPX Bench Training

Trainee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Trainee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
cobas 6800 WNV / MPX PCR Testing					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee has reviewed Roche 6800 MPX and WNV testing procedure in the Microbiology Manual.				
1.3	Trainee has reviewed and understands the procedure of preparing and processing samples for different assays: WNV and MPX (Cadervic vs Living donor samples).				
1.4	Trainee is familiar with Loading reagents into the instrument, unloading from the instrument and proper disposal of the waste.				
1.5	The trainee is aware of calling not only positive MPX and WNV results but also any NSQ/Invalid/Not tested results				
1.6	Trainee has reviewed and understands the different possible combination of results.				
1.7	The trainee is aware of the right color-coded racks for sample loading.				
1.8	Trainee is aware of inspecting Reagent cassette, Control cassette and pipette tips for any defect before loading into the instrument				
1.9	Trainee has been trained on Cobas 6800 and is familiar with all the instrument components, Reagents, Consumables and their locations				
2.0	Trainee knows not to mix Cobas 6800 lysis reagent with bleach				

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Trainee

I, _____, on _____ have read and understood all relevant
Signature *Date (yyyy-mm-dd)*
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature *Date (yyyy-mm-dd)*
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Cobas 6800 CMV Bench Training

Trainee Name: _____

Trainer Name: _____

Print Name

Print Name


#	Area/Competency	Trainee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Cobas 6800 CMV PCR Testing					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee has reviewed Roche CMV testing procedure in the Microbiology Manual.				
1.3	Trainee has reviewed and understands the procedure of preparing and processing samples for CMV assay				
1.4	Trainee is aware of plasma separation if testing is delayed more than 24 hours after collection				
1.5	Trainee is aware of the testing schedule including cut-off times for BMT clinic specimens.				
1.6	Trainee is aware on how to accession, process CMV from all clients				
1.7	Trainee is familiar with loading reagents into the instrument, unloading from the instrument and proper disposal of the waste.				
1.5	The trainee is aware of the right color-coded racks for sample loading.				
1.6	Trainee is familiar with the rules of communicating results listed in the manual				
1.8	Trainee is aware of inspecting Reagent cassette, Control cassette and pipette tips for any defect before loading into the instrument				
1.7	Trainee has been trained on cobas 6800 and is familiar with all the instrument components, Reagents, Consumables and their locations				
1.8	Trainee knows Not to mix cobas 6800 lysis				

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#	Area/Competency	Trainee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
	reagent with bleach				

Trainee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____ Trainer Name: _____
Print Name *Print Name*


#	Area/Competency	Employee Signature	Date	Trainer Signature	Date
VIDAS CMV IgM					
1.1	The trainee has reviewed safety aspects including: a. The features of a Biosafety Containment 2 Lab. b. Virus Material Safety Data Sheet (MSDS). c. Operation of a Biosafety Cabinet. d. Use of disinfectants and waste disposal.				
1.2	The trainee has reviewed the VIDAS CMV IgM Manual				
1.3	The trainee is aware of : • Serum is the ONLY specimen type for VIDAS CMV IgM testing • Color label for VIDAS CMV IgM assay				
1.4	The trainee has reviewed the procedure of send-out for CMV Avidity testing to PHOL with both positive CMV IgM and CMV IgG samples from pre-natal samples				
1.5	The trainee has reviewed the Manual relating to the interpretation and reporting of final results, including calling all positive /indeterminate results to physician/ward.				
1.6	The trainee has reviewed the Manual relating to the running of external QC.				
1.7	The trainee is aware of documentation of external controls and inventory in use.				
1.8	The trainee is aware of storage locations for all specimens.				

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1.9	The trainee is aware of use of equipment and maintenance.				
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Employee

I, _____ (sign), on _____ (Date) have read and understood all relevant materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____ (sign), on _____ (Date) have reviewed and confirmed that the above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Mono / VZ Ab / CMV Immucor Tests					
1.1	The trainee has reviewed safety aspects including: a. The features of a Biosafety Containment 2 Lab. b. Virus Material Safety Data Sheet (MSDS). c. Operation of a Biosafety Cabinet. d. Use of disinfectants and waste disposal.				
1.2	The trainee has reviewed the Serology Procedure Manual for the test procedure.				
1.3	The trainee has reviewed the Serology Procedure Manual relating to the interpretation and reporting of results, including calling all positive to physician/ward.				
1.4	The trainee has reviewed the Serology Procedure Manual relating to the running of external QC.				
1.5	The trainee is aware of documentation of external controls and inventory in use.				
1.6	The trainee is aware of storage locations for all specimens.				
1.7	The trainee is aware of use of all equipment and maintenance.				
1.8	The trainee is aware of reporting and reflex testing if needed.				
1.9	Trainee is aware of phoning any NSQ/Not Test results for CMSE.				

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Employee

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materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

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Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Trainer Name: _____



<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Evolis EIA Bench					
1.1	The trainee has reviewed safety aspects including: a. The features of a Biosafety Containment 2 Lab. b. Virus Material Safety Data Sheet (MSDS). c. Operation of a Biosafety Cabinet. d. Use of disinfectants and waste disposal.				
1.2	The trainee has reviewed the Serology Procedure Manual relating to the procedures of running Aspergillus Ag EIA testing using the EVOLIS . Trained and performed the following procedures: a. Daily start up procedures b. Preparation and loading of samples c. Preparation and loading of reagents d. Generate and interpret results e. Shutdown procedures f. System Maintenance 1. Daily 2. Weekly 3. Monthly g. Basic Troubleshooting				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.3	Trainee understands sample O.D. values and index values				
1.4	Trainee is familiar with the following procedures: <ul style="list-style-type: none"> How to report both negative and positive results How to report repeated samples How to report previous positive samples How to report duplicate orders 				
1.5	Trainee has reviewed the manual method and prepared to handle situations where EVOLIS is not functioning properly or is unavailable.				
1.6	The trainee has reviewed and is familiar with the following procedures: <ul style="list-style-type: none"> Enter PHOL reports; Check PHOL pending list Resolve discrepancies from PHOL reports (ex. Missed tests, wrong tests ordered, patient demographics, etc.) 				
1.7	The trainee has reviewed the Serology Procedure Manual relating to the running of external QC using <i>Virotrols</i> .				
1.8	The trainee understands the donor samples which get frozen and storing process.				
Employee Feedback:					



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Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and
able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the
bench duties as required.

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#	Area/Competency	Employee Signature	Date	Trainer Signature	Date
Extended Respiratory Virus Detection with Allplex™ Respiratory Panel 2/3 by Seegene					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee is aware of the different sample types that Allplex™RP2 and Allplex™ RP3 is validated.				
1.3	Trainee has reviewed the procedure manual and is familiar with the principles and procedures of: Seegene Allplex™ RP2 and Allplex™ RP3				
1.4	Trainee demonstrated how to perform Daily and Weekly maintenance on IVD Microlab Starlet				
1.5	Trainee has demonstrated on how to empty waste in the designated waste container labeled CHEMICAL WASTE.				
1.6	Trainee is aware of the general precautions related to PCR procedures including: 1. The proper use of gloves, gowns, filtered pipette tips and the danger of ribonuclease contamination. 2. The specific storage and working temperatures for reagents.				
1.7	Trainee is aware of the Quality Control (QC) Procedures, their implications and their interpretations:				

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	<ol style="list-style-type: none"> 1. Internal Control (IC) 2. External QC 3. Positive Control 4. Negative Control 				
1.8	Trainee is familiar with nimbus IVD Microlab Starlet and Biorad Thermocycler				
1.9	<p>Trainee has incorporated internal, external, positive and negative QCs and has successfully demonstrated proficiencies in:</p> <ol style="list-style-type: none"> 1. Loading two sets (Allplex RP2 and Allplex RP3) of reagents on the Microlab Starlet 2. Loading of one RPV IC for both assay. 3. Loading two empty 1.5mL Eppendorf tubes for the two sets of reagents mastermixes. 4. Loading 2 sets of reagents when Microlab starlet calls for it and following the reagent map. 5. Loading of consumables and waste basket into Microlab Starlet 6. Operating Microlab Starlet 7. Operating the Biorad Thermocycler. 8. Loading of the positive control before the run is done and to change gloves after and be aware that when the kit is used >5X, positive control (8uL) should be pipetted manually on the plate after the run is finished according 				

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	<p>to the plate map generated.</p> <p>9. Loading the PCR plate on the Biorad Thermocycler using the plrn file generated by Microlab Starlet.</p> <p>10. Checking that the right plrn file was used to start the PCR run in the CFX Thermocycler.</p>				
2.0	<p>After the Thermocycler PCR run; the trainee demonstrated proficiency in</p> <ol style="list-style-type: none"> 1. Knowing that the run is valid i.e. valid positive control (PC) and NC. All targets present on the positive control and negative on the negative control 2. Exporting the PCR run to RP2 RP3 raw data file. 3. Log in to the Seegene Viewer 4. Open the correct exported file and correct plrn file 5. Able to print the pdf file. 6. Able to export the right csv file for interface. <p>Able to use the bioftp program for auto interface.</p>				
2.0	Trainee has demonstrated successful PCR analysis on CFX C1000 Touch CT 46936.				
2.1	Trainee is able to recognize that the run has a possible contamination due to high level of samples with high ct values, multiple targets positives on same sample (eg. HRV, HBoV and MPV) and high positivity rate in the run, not concordant with the positivity rate of the test.				
2.2	Trainee is able to consult the Micobiologist or Senior if there are any questionable results i.e. two or three				

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	targets e.g. HRV, HBoV and MPV on the same patient.				
2.3	Trainee is able to demonstrate to troubleshoot and report when the Microlab Starlet malfunctions and to advise the next shift and Senior.				
2.4	Trainee is able to demonstrate to report to Senior and Seegene Technical Support if the Microlab Starlet malfunctions, give detailed report and send the logfile of the failed/aborted run.				
2.5	Trainee is able to report positives according to the Isolate Notification protocol				

Employee

I, _____, on _____ have read and understood all relevant
Signature *Date (yyyy-mm-dd)*
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.



Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature *Date (yyyy-mm-dd)*
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Employee Name: _____

Trainer Name: _____


<i>Print Name</i>		<i>Print Name</i>			
#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
Xpert ®Xpress SARS-CoV-2 AND Xpert ®Xpress SARS-CoV-2/Flu/RSV					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of chemicals or reagents; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee has reviewed the procedure manual and is familiar with the principles and procedures of: <ul style="list-style-type: none"> • Xpert® xpress SARS-CoV-2 • Xpert® Xpress SARS-CoV-2/Flu/RSV 				
1.3	Trainee is aware of the general precautions related to PCR procedures including: <ol style="list-style-type: none"> a. The proper use of gloves, gowns, and the danger of ribonuclease contamination. b. The specific storage and working temperatures for reagents. 				
1.4	Employee always checks that sample has been added to the cartridge before loading in the GeneXpert Dx instrument and is aware that an empty cartridge will give an INVALID or false negative result.				
1.5	Employee is familiar with loading the cartridge in the instrument, unloading from the instrument and proper disposal of used cartridge.				

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1.6	Trainee is aware and showed proficiency in the weekly maintenance of the GeneXpert Dx instrument <ul style="list-style-type: none"> a. Rebooting by shutting down the GeneXpert Dx and computer b. Cleaning the surfaces of the instrument and computer using 70% alcohol. c. Cleaning the cartridge bays and plunger rods of first 1:10 newly made bleach followed by 70% alcohol using lint free wipes. 				
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The following items apply to technologists only


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.1	Trainee is familiar with reporting invalid result when all targets are not detected				
1.2	Trainee has reviewed and understand the different possible combination of results: Negative, Positive and Indeterminate				
1.3	Trainee is familiar on what the ct values of an INDETERMINATE result and what the next step is after.				
1.4	Trainee has demonstrated on how to view a positive, negative and indeterminate result on GeneXpert Dx				
Employee Feedback:					

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Employee

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Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and
able to assume the bench duties as required.

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
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Employee Name: _____ Trainer Name: _____
Print Name *Print Name*

#	Area/Competency	Employee Signature	Date	Trainer Signature	Date
Seegene ALLPLEX™ SARS CoV-2/ InfluenzaA/B/RSV					
Circle one (MLA/MLT)					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of viruses; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee is aware of the different sample types that the Allplex™SARS CoV-2/Influenza A/B/RSV is validated and to advice the MLT that the sample/s is not validated.				
1.3	Trainee has reviewed the procedure manual and is familiar with the principles and procedures of: Seegene ALLPLEX™ SARS CoV-2/InfluenzaA/B/RSV				
1.4	Trainee demonstrated how to perform Daily and Weekly maintenance on nimbus IVD Microlab Starlet				
1.5	Trainee has demonstrated on how to empty waste in the designated waste container labeled CHEMICAL WASTE.				
1.6	Trainee is aware of the general precautions related to PCR procedures including: a. The proper use of gloves, gowns, filtered pipette tips and the danger of ribonuclease contamination. b. The specific storage and working temperatures for reagents.				

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1.7	Trainee is aware of the Quality Control (QC) Procedures, their implications and their interpretations: a. Internal IC (endo IC and exo IC) b. External QC c. Positive Control d. Negative Control				
1.8	Trainee is familiar with nimbus IVD Microlab Starlet and Biorad Thermocycler				
1.9	Trainee has incorporated internal, external, positive and negative QCs and has successfully demonstrated proficiencies in: a. Loading the three (3) reagents plus one empty Eppendorf tube in the designated tube rack and to check labels each time. b. Loading of consumables and waste basket into Microlab Starlet c. Operating Microlab Starlet d. Operating the Biorad Thermocycler. e. Loading of the positive control before the run is done and to change gloves after and be aware that when the kit is used >5X, positive control should be pipetted manually on the plate after the run is done. f. Loading the run on the Biorad Thermocycler using the plrn file generated by Microlab Starlet. g. Checking that the right plrn file was used to start the PCR run in the CFX				

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	Thermocycler.				
REPORTING (MLT)					
2.0	After the Thermocycler PCR run; the trainee demonstrated proficiency in <ul style="list-style-type: none"> g. Knowing that the run is valid i.e. valid positive control (PC) and NC. All targets present on the positive control and negative on the negative control h. Exporting the PCR run to FLUVID raw data file. i. Log in to the Seegene Viewer j. Open the correct exported file and correct plrn file k. Able to print the pdf file. l. Able to export the right csv file for interface. m. Able to use the bioftp program for auto interface. 				
2.1	Trainee has demonstrated successful PCR analysis on CFX C1000 Touch CT 46936				
2.1	Trainee is able to recognize that the run has a possible contamination due to high level of samples with high ct values and high positivity rate in the run, not concordant with the positivity rate of the test.				
2.2	Trainee is able to follow the reporting algorithms written in the manual and to consult the Senior or designate if there are any questionable results i.e. two targets e.g. FluA and FluB on the same patient.				
2.3	Trainee is able to demonstrate to troubleshoot and report when the Microlab Starlet malfunctions and to advise the next shift and Senior.				

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2.4	Trainee is able to demonstrate to report to Senior and Seegene Technical Support if the Microlab Starlet malfunctions, give detailed report and send the logfile of the failed/aborted run.				
-----	---	--	--	--	--

Employee

I, _____ (sign), on _____ (Date) have read and understood all relevant materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____ (sign), on _____ (Date) have reviewed and confirmed that the above signed staff has completed the above training as indicated and competent to perform the bench duties as required.



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Employee Name: _____ Trainer Name: _____
Print Name *Print Name*

#	Area/Competency	Employee Signature	Date	Trainer Signature	Date
Simplexa™ C. diff					
1.1	Trainee is familiar with the general lab safety in the virology lab including the following: Material Safety Data Sheet (MSDS) of bacteria; biosafety cabinet; gowns and gloves; disinfection and waste disposal.				
1.2	Trainee has reviewed the procedure manual and is familiar with the principles and procedures of: Simplexa™ C.diff assay				
1.3	Trainee is aware of the rejection criteria for stools ordered for C diff assay e.g formed stools, < 12 months old babies, wrong transport media etc listed in Specimen Rejection Criteria in the Specimen Management manual of the Department of Microbiology, UHN/Sinaihealth Policy number MI_SM_RJCT				
1.4	Trainee is aware of the TAT for C diff stools from receiving in the lab to results is <3H				
1.5	Trainee is familiar with the Diasorin MDX LIASON System including MDX LIASON and MDX LIASON Studio software.				
1.6	Trainee is familiar in performing Daily and Weekly maintenance on LIASON MDX instrument and able to enter in TQC.				

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1.7	Trainee is aware of the general precautions related to PCR procedures including: <ul style="list-style-type: none"> • The proper use of gloves, gowns, filtered pipette tips and the danger of ribonuclease contamination. • The specific storage and working temperatures for reagents. 				
1.8	Trainee is aware of the Quality Control (QC) Procedures, their implications and their interpretations: <ul style="list-style-type: none"> • External positive and negative QC 				
1.9	Trainee is aware of the following procedure: <ul style="list-style-type: none"> • After removing Reaction Mix from freezer storage, thaw within 30 minutes. • Trainee is aware of <u>NOT</u> vortexing the Reaction Mix 				
2.0	Trainee has successfully demonstrated proficiencies in: <ul style="list-style-type: none"> • Operating LIASON MDX System including LIASON MDX instrument and LIASON MDX Studio software • Printing the Disc Map for processing in Biosafety cabinet. • Recognizing which instrument to load the Direct Amplification Disc • Creating another run when a previous run is still in progress. • Recognizing how locate on the LIASON MDX Studio where the created runs are and how to run it while another is in progress. 				
2.1	Trainee has successfully demonstrated how to print results if needed.				

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2.2	Trainee has successfully demonstrated on how to interface results to LIS.				
2.3	Trainee has successfully demonstrated on how to report and document a positive C diff stool according to Good Documentation Process (GDP) Policy number QDRMI04000 manual of the Department of Microbiology, UHN/Sinaihealth.				
2.4	Trainee is able to recognize that the run has a possible contamination due to high level of samples with high ct values and high positivity rate in the run, not concordant with the positivity rate of the test.				
2.5	Trainee is able to demonstrate to troubleshoot and report when the LIASON MDX malfunctions and to advise the next shift and Senior.				
2.6	Trainee is able to demonstrate to report to Senior and Diasorin Technical Support if MDX Liason malfunctions and give detailed report and send the log file of the failed/aborted run.				

Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.


Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Mycology Training

Employee Name: _____
Print Name

Trainer Name: _____
Print Name

Training Period: Minimum four weeks

Mycology Team: Four to six Technologists

Purpose: To demonstrate in direct smear, to isolate and identify yeast, the pathogenic, normal commensal or saprophytic fungi capable of causing mycosis infections as well as to isolate and identify Actinomycetes.

Safety: Knowledge of using Laminar Air Flow Safety Cabinet Type 2 and antimicrobial/antifungal agents to be used on surfaces in the mycology laboratory.


#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.1	The employee has reviewed the mycology section of the manual with the trainer.				
1.2	The employee has demonstrated that they can accession new specimens in SoftMic.				
1.3	The employee has demonstrated that they can enter culture comments and result mycology specimens in SoftMic.				
1.4	The employee is aware of what are considered to be critical results.				
1.5	Employee is aware of the correct procedures for handling specimens and fungus cultures. Including the use of safety cabinets and proper disinfection of the bench surfaces, incubators and refrigerators.				
1.6	The employee is familiar with the media used for each specimen type				
1.7	The employee is aware of the purpose of each culture medium used.				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.8	The employee has demonstrated that they are proficient in the preparation and staining of fungal smears				
1.9	The employee has demonstrated that they can set up a microscope using Kohler illumination.				
1.10	The employee has demonstrated proficiency in reading and interpreting fungal smears using known control material.				
1.11	The employee has demonstrated the proper technique in preparing: a. wet preparations of moulds using scotch tape b. slide cultures c. Fungi-Fluor				
1.12	The employee is familiar with the procedures for setting up, reading and interpreting the following: a. germ tube, b. cornmeal agar c. EBM d. API 20C Aux				
1.13	The employee has demonstrated that they can identify control organisms using procedures outlined in the manual.				
1.14	Employee is aware of the proper protocol for referring specimens and isolates to the Public Health Laboratory (PHL) and histology.				

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#	Area/Competency	Employee Initials	Date (yyyy-mm-dd)	Trainer Initials	Date (yyyy-mm-dd)
1.15	The employee is familiar with the procedures for maintaining teaching, stock and control organisms.				
1.16	The employee understand the growth requirements and handling procedures for: a. Histoplasma capsulatum and H. duboisii b. Blastomyces dermatitidis c. Coccidioides immitis and Paracoccidioides d. Sporothrix schenckii e. Penicillium marneffeii f. Cryptococcus neoformans				
1.17	The employee understands the following terms: a. Blastoconidia, b. Arthroconidia (contiguous & alternate) c. Macro and Micro conidia, Zygosporangium, d. Basidiospore e. Sporotrichosis, f. Mucormycosis (Zygomycosis) g. Pityriasis h. Actinomycosis i. Prototheca j. Dermatophyte				

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Employee

I, _____, on _____ have read and understood all relevant
Signature Date (yyyy-mm-dd)
materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required.

Trainer

I, _____, on _____ have reviewed and confirmed that the
Signature Date (yyyy-mm-dd)
above signed staff has completed the above training as indicated and competent to perform the bench duties as required.

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Training Feedback Form

Trainer Name	Trainee Name	Bench	Training Period (Start Date-End Date)

Feedback Details:

Please provide detailed feedback on the training process, including areas of strength and areas for improvement. If specific challenges or suggestions arose during training, please outline them below.


Trainer / Trainee Signature _____

Date _____

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Record of Edited Revisions

Manual Section Name: Orientation for Technologists and Technicians

Employee Name: _____
Print Name

Trainer Name: _____
Print Name



Page Number / Item	Date of Revision	Signature of Approval
Mycology Bench Checklist added	January 26, 2004	Dr. T. Mazzulli
Quality Control Bench Checklist added	January 26, 2004	Dr. T. Mazzulli
Annual Review	January 26, 2005	Dr. T. Mazzulli
Removed Parasitology Bench Checklist	July 26, 2006	Dr. T. Mazzulli
Annual Review	January 26, 2007	Dr. T. Mazzulli
Updated Planting and Accessioning manual	March 6, 2008	Dr. T. Mazzulli
Annual Review	January 26, 2009	Dr. T. Mazzulli
Annual Review	January 26, 2010	Dr. T. Mazzulli
Annual Review	May 31, 2011	Dr. T. Mazzulli
Annual Review	May 31, 2012	Dr. T. Mazzulli
Revised Infection – added ROCHE & GenXpert PCR	May 31, 2012	Dr. T. Mazzulli
Architect Bench checklist added	May 07, 2013	Dr. T. Mazzulli
Annual review	May 07, 2013	Dr. T. Mazzulli
Serology Accessioning Checklist addition	September 17, 2013	Dr. T. Mazzulli
Added Vitek MS training checklist	November 14, 2013	Dr. T. Mazzulli
Annual Review	September 15, 2014	Dr. T. Mazzulli
Removed Axsym section	September 15, 2014	Dr. T. Mazzulli
Handling of VHF training	September 25, 2014	Dr. T. Mazzulli
Removed Rouge valley references. Added Proper headers/footers logo Updated headers 1 and 2 of t.o.c. , standardized look of all checklists. Updated Week 1 Tour Of Facilities (took off st. Patrick street location, La baguette, Dr. Low's name) Updated virology accessioning & MPX checklist Archive EBV Behring & HTLV EIA checklist, added to architect checklist Archive WNV IgG & IgM BENCH Added GC/CT training checklist Removed statistics about how many samples/types of samples we process and breakdown of staff in micro	October 24, 2014	Dr. T. Mazzulli

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Addition of Technician Virology Accessioning training checklist	January 14, 2015	Dr. T. Mazzulli
Technician Virology Accessioning added 5.8.10, and added Flu A sendout to 5.8.6 Updated "Who we are" section: remove St. Patrick site, Add TRI to TGH, Add clients p.7 Update Information training programs Biorad CFX96 Deep Well ThermoCycler	January 26, 2015	Dr. T. Mazzulli
Updated Orientation for safety with link to safety manual for checklist.	August 24, 2015	Dr. T. Mazzulli
Annual Review p.7 Added details to Quality Management System Training overview Removal of Gen-Probe procedure Updated procedure for training	September 12, 2015	Dr. T. Mazzulli
Added BC checklist to technician training	September 21, 2015	Dr. T. Mazzulli
Added Hospital Orientation Section -Orientation Section: Meeting with safety representative and infection control (p.7) added: "Once the employee has successfully completed the safety and infection control documentation, the laboratory manager or charge technologist will accompany the employee to Security Services to obtain their microbiology laboratory security access pass.	October 20, 2015	Dr. T. Mazzulli
Updated numbering of checklists Added to the end of each checklist: <u>Employee</u> I, _____ (Sign), on _____ (Date) have read and understood all relevant materials and SOPs as pertaining to the above training and have been trained as per checklist and able to assume the bench duties as required. <u>Trainer</u> I, _____ (Sign), on _____ (Date) have reviewed and confirmed that the above signed staff has completed the above training as indicated and competent to perform the bench duties as required.	October 29, 2015	Dr. T. Mazzulli

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Added training checklist for Respiratory Pathogen Panel NxTAG™ RT-PCR by Luminex®	November 6, 2015	Dr. T. Mazzulli
Updated planting and accessioning Infection Control/genital Training checklist. -Added use of WASP and GeneXpert -Added knowledge of Cepheid PCR testing/retesting procedures -Cleaning procedures for PCR Updated Technologist IC section with knowledge of: -BCARBA test -CRE testing procedures -CRE reporting prelim and final phrases	December 22, 2015	Dr. T. Mazzulli
Safety training added: For Non- Laboratory Personnel, See: Microbiology Laboratory Safety Awareness for Non-Laboratory Personnel	January 7, 2015	Dr. T. Mazzulli
Annual Review Updated msh logo in header Virology: Removed rotorgene training, added CMV Roche pcr training, updated architect training with knowledge of rejection of specimens and donor testing and resulting procedures. Added Senior duties training	July 27, 2016	Dr. T. Mazzulli
Addition of Luminex checklist for respirator testing	August 16, 2016	Dr. T. Mazzulli
Addition of Quality Assurance Technology training checklist. Removed from Mycology training checklist: tease mount, KOH prep, Calcofluor white, oxgall agar, RapID Yeast Plus, histology special staining knowledge, Tinea, Ringworm For Quality Management Training, changed to performed by QA Tech from director.	January 18, 2017	Dr. T. Mazzulli
Blood culture accessioning for technician updated to reflect new Virtuo procedure Blood culture technologist Bench and Virtuo checklists updated to reflect change from BacTAlert to Virtuo	February 23, 2017	Dr. T. Mazzulli
Addition of Virtuo troubleshooting to STAT bench	March 14, 2017	Dr. T. Mazzulli

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technologist training		
BC processing and STAT technologist training checklist simplified.	March 23, 2017	Dr. T. Mazzulli
Annual Review Removed Simplexa Training checklist Merged Cepheid Checklists together with addition of enterovirus. Separated MRSA, VRE, ESBL/CRE Separated planting to individual benches. Removed planting references to inoculab.	April 7, 2017	Dr. T. Mazzulli
Six Months competency added to training schedule (page 10).	July 7, 2017	Dr. T. Mazzulli
Aries C.difficile checklist for technicians and technologists added HZ Luminex training checklist added	November 27, 2017	Dr. T. Mazzulli
WASPLab Training checklist added	December 6, 2017	Dr. T. Mazzulli
Cobas 6800 training checklist added Aries flu checklist for technicians added	December 7, 2017	Dr. T. Mazzulli
Added HSV VZV training checklist	January 8, 2018	Dr. T. Mazzulli
Cobas 6800 MLT training checklist updated to include WNV and MPX. TREK MLT training checklist added Paradigm training checklists added for general and expert users.	February 2, 2018	Dr. T. Mazzulli
Annual Review Addition of encephalitis panel by Biofire Filmarray.	February 9, 2018	Dr. T. Mazzulli
Addition of Charge Training Checklist	April 15, 2018	Dr. T. Mazzulli
Technician IMS Training manual added.	August 2, 2018	Dr. T. Mazzulli
Corrected technician Flu by Aries checklist from HZ to Flu test in checklist wording.	October 28, 2018	Dr. T. Mazzulli
Annual Review Addition of Altostar training checklist (virology)	February 25, 2019	Dr. T. Mazzulli
Annual Review Addition of Seegene ALLPLEX 2019 nCoV Assay training Checklist	March 20, 2020	Dr. T. Mazzulli
Added 1.7 to Seegene ALLPLEX 2019 nCoV Assay checklist about handling Racks	April 16, 2020	Dr. T. Mazzulli

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Addition of ARIES® SARSCoV2 PCR testing & ALTOSTAR SARSCoV 2 PCR testing training checklist	May 07, 2020	Dr. T. Mazzulli
Addition of MGI SP 960SP BGI Real Time RT-PCR kit for the detection of SARS-CoV-2 training checklist	August 15, 2020	Dr. T. Mazzulli

Full document review included in all updates. Bi-annual review conducted when no revision had been made within 2 years.


Page Number / Item	Date of Revision	Edited by:
Removed Knowledge of BC workflow & sorting midnight pos subculture from Stat bench	October 20, 2020	Dorna Zareianjahromi
Updated Covid training checklists for technicians	2021.01.06	Dorna Zareianjahromi
Add MGI STP7000 training Updated HPV training	Feb 11, 2021	Dorna Zareianjahromi
Addition of Employee Feedback	Feb 11, 2021	Dorna Zareianjahromi
Add Cobas 4800 HPV training, Abbott ID now training, SIBO training	Feb 25, 2021	Dorna Zareianjahromi
Minor formatting change	March 31, 2021	Jessica Bourke
Minor change of responsible person for employee to meet after training on Page 11 (Training schedule)	April 09, 2021	Oliver Li
Updated Luminex Aries ® FLU A/B & RSV Bench and Luminex Aries ® SARS-CoV-2 PCR Testing training checklists by adding the proper loading of Aries magazines	May 18, 2021	Oliver Li
Added training check-list for covid admin, covid accessioning and aliquoting benches	November 1 st , 2021	Qin Liu
Added training checklist for Alinity Bench	November 17, 2021	Oliver Li
Minor wording change on Alinity Bench training checklist	November 18, 2021	Oliver Li
Added “The trainee is familiar with how to inspect potential defects of control or reagent cassette” in Alinity bench training checklist	November 30, 2021	Oliver Li
Updated COVID Receptionist training checklist	March 24, 2022	Oliver Li
Updated the date format to yyyy-mm-dd	March 25, 2022	Oliver Li
Updated the training checklist for virology accessioning bench	April 29, 2022	Qin Liu

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<ul style="list-style-type: none"> Deleted the training checklist for Cobas 6800 CMV / WNV / MPX PCR Testing Deleted the training checklist for Roche TaqScreen MPX NAT & WNV NAT Bench Deleted the training checklist for Roche Quantitative CMV PCR Added "Trainee is aware of phoning any NSQ/Not Test results for CMSE." In the training checklist for mono/vz ab/CMV Immucor tests Added "The trainee is aware of phoning not only significant POSITIVE results but also any NSQ/Invalid/Not Tested result pertaining to donor testing" to the training checklist for Alinity Bench 	July 22, 2022	Qin Liu
Added vitek2 maintenance to MISC planting	Sep 13, 2022	Wayne Chiu
Added Roche cobas® 6800 HPV Bench Training Deleted Roche cobas® 4800 HPV Bench Training	Sept. 28, 2022	Qin Liu
Added the followings to Roche cobas® 6800 HPV Bench Training checklist: <ul style="list-style-type: none"> Trainee is aware of pre-treat temperature for SurePath is 95°C Trainee is familiar with HPV testing workflow. 	Jan 19, 2023	Qin Liu
Added training checklist for Xpert ®Xpress SARS-CoV-2 AND Xpert ®Xpress SARS-CoV-2/Flu/RSV	Jan 24, 2023	Qin Liu
Updated SoftQC & SoftMicQC to SoftTotalQC	March 20, 2023	Oliver Li
Updated Maldi Vitek MS training checklist right before VITEK MS Software update to v3.2	June 11, 2023	Oliver Li
Updated EVOLIS training checklist	June 26, 2023	Qin Liu
Updated cobas 6800 CT/NG training checklist	July 6, 2023	Qin Liu
Updated Luminex Aries ® FLU A/B & RSV training checklist	July 14, 2023	Qin Liu
Added PFGE Training Checklist (pg110-112)	November 1, 2023	Qin Liu
Updated Technician Blood Culture training to include RG3 procedures and satellite/staph streak procedure.	July 15, 2024	Qin Liu

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Added VIDAS CMV IgM Training Checklist (pg 144-145)		
Added Simplexa C.difficile Training Checklist (pg 168-171)	August 9, 2024	Qin Liu
Added Seegene ALLPLEX™ SARS CoV-2/ InfluenzaA/B/RSV (pg 158-161)	August 23, 2024	Qin Liu
Removed easyMag training checklist Added EMAG training checklist	October 23, 2024	Qin Liu
Added the section of feedback after training –page 11 Added the feedback form-page 184 Remove Employee feedback section from the individual training checklist	November 14, 2024	Qin Liu
Added: <ul style="list-style-type: none"> Extended Respiratory Virus Detection with Allplex™ Respiratory Panel 2/3 by Seegene Removed: <ul style="list-style-type: none"> Respiratory Pathogen Panel NxTAG™ RT-PCR by Luminex® MGI SP 960SP BGI Real Time RT-PCR kit for the detection of SARS-CoV-2 MGI STP 7000 	December 2, 2024	Qin Liu
Added the training checklist of Allplex™ RP1A (Flu_RSV_Flu subtyping) by Seegene	December 06, 2024	Qin Liu
Added: <ul style="list-style-type: none"> Simplexa™ HSV 1&2 DIRECT ASSAY plus VZV Removed: <ul style="list-style-type: none"> ARIES® HSV and VZV Testing by Luminex ARIES® C. difficile Testing 	January 28, 2025	Qin Liu
Added: <ul style="list-style-type: none"> Xpert® Xpress CoV-2 plus & Xpert® Xpress CoV-2/Flu/ RSV plus on GeneXpert Xpress Removed: <ul style="list-style-type: none"> Luminex Aries ® SARS-CoV-2 PCR Testing 	February 11, 2025	Qin Liu

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Management System\UHN_Mount Sinai Hospital Microbiology\Quality Manual Policies and Procedures\Personnel\

 Department of Microbiology Quality Manual	Policy # QPEMI03001	Page 179 of 179
	Version: 7.0 CURRENT	
Section: Personnel	Subject Title: Orientation for Technologists_Technicians	

Page Number / Item	Date of Revision	Edited by:
<ul style="list-style-type: none"> Luminex Aries ® FLU A/B & RSV Bench 		
Added: <ul style="list-style-type: none"> Ceftazidime-Avibactam and Aztreonam Combination Test Removed: <ul style="list-style-type: none"> Luminex Aries ® FLU A/B & RSV Bench Seegene ALLPLEX 2019 nCoV Assay SARS CoV-2 Variant of Concern (VOC) 501 SNP RT PCR ABBOTT ID NOW COVID-19 ALTOSTAR SARSCoV 2 –COVID 19 PCR testing 	April 11, 2025	Qin Liu
Getinge Sterilizer and Washer added	June 23, 2025	Karin Schoer