

Blanchard Valley Health System Site: \_\_\_\_\_ Location: \_\_\_\_\_ form revised 10/28//2022 LTR

Training Checklist for Laboratory Point of Care Testing Date of Hire / Transfer: \_\_\_\_\_

Method: POCT DCA Vantage Analyzer Date of Initial Training: \_\_\_\_\_

Test Analyte: Hemoglobin A1c (HbA1c) Supervisor: \_\_\_\_\_

Associate Name and Title: \_\_\_\_\_

(print legibly) Associate ID number: \_\_\_\_\_ Former Name / Maiden Name: \_\_\_\_\_

Analyzer Overview	Yes	N/A	Identify and Describe/Perform Function
Back of the Analyzer			Ports, fuse holder, power cord connector, on/off switch, air filter
Front of the Analyzer			Display screen, on-board barcode reader, reagent cartridge compartment, on-board printer
On-Board Barcode Reader			Location and use
Support Documents			Operators Guide, Quick Set-up Guide, Quick Reference Guide, Reagent Inserts, Control Inserts. (Optional: Log sheets, Interface Specifications, Institution-specific Procedure Manual, MSDS Documents)
Basic Analyzer Function	Yes	N/A	Identify and Describe/Perform Function
Loading/Unloading Printer Paper			Sequence for loading and unloading paper, paper options
Analyzer Connections			Powering on and off, connection of optional accessories
Touch Screen			Home screen, basic navigation including menu and recall
System Configuration			System Settings Wizard and settings for: Language, time, date, test sequence number, urine Creatinine units, sound and display contrast settings
Optional System Settings			Patient ID, User ID, QC Lock-Out, Control and Maintenance Reminders
Performing Tests	Yes	N/A	Identify and Describe/Perform Function
Reagent Calibration			Calibration card, procedure, recalling calibration data, frequency
Quality Control (QC) Material			Control preparation, QC test procedure, frequency, stability, storage, and acceptable results
Patient Testing with DCA Reagents			Sample types, opening reagents, test procedure, viewing results, storage, stability, and handling
Optional System Settings	Yes	N/A	Identify and Describe/Perform Function
Patient Demographics			Off, enabled or required, sample ID, patient ID, name
Operator ID and User Restrictions			Off, enabled or required, and supervisor ID restrictions
QC Data Entry and Reminders			Off, enabled, setting schedule, optional or required, and new lot reminder
QC Lock-Out Feature			Off or enabled
Saving Data and Settings			Procedure for saving results database and system settings
Data Recall			Patient results, QC results, Calibration data
Restoring Data and Settings			Procedure for restoring results database and system settings
User Correction for the Slope and Intercept			Procedure for adjusting DCA Vantage readings to correlate with another testing system
Glomerular Filtration Rate (GFR) Wizard			Off or enabled, and use
Optional System Accessories	Yes	N/A	Identify and Describe/Perform Function
Bar Code Reader – External			Installation, barcode specifications, and use
Maintenance	Yes	N/A	Identify and Describe/Perform Function
Analyzer Air Filter			Procedure for replacing filter and recommended schedule
Cleaning Exterior, Barcode Window, Cartridge Compartment and Spring			Procedure for cleaning and recommended schedule
Optical Test			Procedure for optic test check, comparing values with recommended readings, and recommended schedule

The DCA Vantage User Should Show Proficiency in the Following:			
Perform reagent calibration		Can insert and remove reagent cartridge from analyzer	Ability to navigate display and menu options
Perform acceptable QC		Ability to power analyzer on and proper shut down	Perform an acceptable optic test check
Proper opening and use of reagent cartridge		Perform acceptable patient test	Ability to perform proper maintenance procedures
Proper opening and use of capillary holder		Ability to change printer paper	Perform acceptable system settings
Proper specimen collection		Ability to recall results	

Associate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Qualified Trainer/Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

Job title of Qualified Trainer/Assessor: \_\_\_\_\_

**LTR 48895**