Task	Resource	How Measured?	Achieved? Y	Achieved? N	N/A	Date	Trainee Initial	Trainer Initial
IDENTIFY POTENTIAL HAZARDS AND SAFETY FEATURES	User's Manual							
Review MSDS	CellaVision Immersion Oil Pack BCI Website	❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Recognize Hazard Symbols and wear proper PPE	CellaVision User's Manual & Lab SOP	❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
IDENTIFY AND BRIEFLY EXPLAIN FUNCTION OF SYSTEM COMPONENTS	CellaVisions User's Manual	❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
OPERATION PROCEDURES	CellaVision User's Manual							
Start up the SSU and DM System Computer		❑ Direct Observation ❑ Test Other _____	❑	❑	❑			
Demonstrate how to log into software and correct database		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Properly load barcoded slides into magazine		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Load and process magazine on SSU		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			

Task	Resource	How Measured?	Achieved?		N/A	Date	Trainee Initial	Trainer Initial
			Y	N				
Explain buttons and indicators of System Control View		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Eject magazine		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate processing of STAT sample		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Shutdown the SSU and DM System Computer		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
QUALITY CONTROL-CELL LOCATION	CellaVision User's Manual	❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Explain importance of Cell Location testing and prepare peripheral blood slide		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Run Cell Location test on peripheral blood slide		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Process Cell Location slide and verify slide is within performance specification		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			

Prepare Cell Location body fluid slide (if applicable)		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Process body fluid Cell Location slide and verify slide is within performance specifications (if applicable)		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Explain how often Cell Location testing needs to be completed on peripheral bloods and body fluids		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
VERIFY PROCESSED SLIDES	CellaVision User's Manual							
Explain buttons and indicators of Database View screen		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Locate and open processed/unsigned slide		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
View WBC classifications in one, two, three cell galleries and full screen view		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Complete reclassifications of WBCs		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			

Complete morphology classifications of RBC precharacterizations		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Explain different types of comments and add comments to WBC, RBC, and PLT results		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to mark a slide for Path review		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to edit patient order data		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Sign off processed slide		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
REPORTING RESULTS	CellaVision User's Manual							
Demonstrate how to merge multiple slide orders		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Explain the components of the Patient Report		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to Sign Orders		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			

Demonstrate how to Send an Order to the LIS and how to Cancel on Order		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
MAINTENANCE	CellaVision User's Manual							
Demonstrate how to use tutorials available in Help/Tutorial		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to clean LED table		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to clean objectives and explain the importance of keeping the 10x objective oil free		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to clean the magazine feeder		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Restart system computer and SSU		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Delete unsigned/failed orders		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to clean bottom tray		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			

Explain database maintenance and how to archive/autodelete		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to compress a database (if applicable)		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to change the immersion oil pack		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Explain and demonstrate how to remove a stuck slide		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
MISCELLANEOUS	CellaVision User's Manual	❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Prepare a slide based on slide and stain guidelines		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to use Remote Review software (if applicable)		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Create a pending order for a peripheral blood slide and body fluid slide (if applicable)		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			
Demonstrate how to export an order		❑ Direct Observation ❑ Test ❑ Other _____	❑	❑	❑			