# Competency Checklist

## UniCel® DxC 800

<table>
<thead>
<tr>
<th>Task</th>
<th>Resource</th>
<th>How Measured?</th>
<th>Achieved?</th>
<th>N/A</th>
<th>Date</th>
<th>Trainee Initial</th>
<th>Trainer Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplies/Reagents</strong></td>
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<tr>
<td>Determine supply/reagent status</td>
<td>Instructions for Use: Chapter 4: Reagent Load/Calibration→ Reagent Load→ Pre Run Checklist</td>
<td>☐ Direct Observation ☐ Test ☐ Other _________</td>
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<tr>
<td>Determine reagent preparation requirements</td>
<td>Synchron Clinical Systems Chemistry Information Manual → Select Specific Chemistry</td>
<td>☐ Direct Observation ☐ Test ☐ Other _________</td>
<td>☐</td>
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<tr>
<td>Load supplies/reagents</td>
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<tr>
<td>Load MC reagent</td>
<td>Instructions for Use: Chapter 4: Reagent Load/Calibration→ Reagent Load→ Load/Unload Reagent</td>
<td>☐ Direct Observation ☐ Test ☐ Other _________</td>
<td>☐</td>
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<tr>
<td>Load CC reagent</td>
<td>Instructions for Use: Chapter 4: Reagent Load/Calibration→ Reagent Load→ Load/Unload Reagent</td>
<td>☐ Direct Observation ☐ Test ☐ Other _________</td>
<td>☐</td>
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<tr>
<td><strong>Calibration</strong></td>
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<tr>
<td>Determine calibration status</td>
<td>Instructions for Use: Chapter 4: Reagent Load/Calibration→ Reagent Load→ Pre Run Checklist</td>
<td>☐ Direct Observation ☐ Test ☐ Other _________</td>
<td>☐</td>
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<tr>
<td>Select correct calibrators for each chemistry</td>
<td>Synchron Clinical Systems Chemistry Reference Manual→Chemistry Supplies → Calibrator Information</td>
<td>☐ Direct Observation ☐ Test ☐ Other _________</td>
<td>☐</td>
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<tr>
<td>Program and process calibration</td>
<td>Instructions for Use: Chapter 4: Reagent Load/Calibration→ Request a Calibration</td>
<td>☐ Direct Observation ☐ Test ☐ Other _________</td>
<td>☐</td>
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<tr>
<td>Load Cal Diskette</td>
<td>Instructions for Use: Chapter 4: Reagent Load/Calibration→ Load a Calibrator Diskette</td>
<td>☐ Direct Observation ☐ Test ☐ Other _________</td>
<td>☐</td>
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### Samples/QC
- **Determine correct sample rack and container for sample processing**
  - **Resource:** Instructions for Use: Chapter 2: Preparing Samples for Analysis → Preparing Samples for Analysis
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
- **Program and process routine and stat patient samples**
  - **Resource:** Instructions for Use: Chapter 6: Sample Programming and Processing → Sample Programming and Processing
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
- **Program and process QC at DxC**
  - **Resource:** Instructions for Use: Chapter 5: Quality Control → Run Control Samples
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
- **Locate completed test results**
  - **Resource:** Instructions for Use: Chapter 7: Results Recall → Recall Results by Sample ID
  - **How Measured:**
    - Direct Observation
    - Test
    - Other

### Maintenance
- **Perform weekly maintenance**
  - **Resource:** Instructions for Use: Chapter 9: Maintenance
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
- **Perform monthly maintenance**
  - **Resource:** Instructions for Use: Chapter 9: Maintenance
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
- **Perform 2-month maintenance**
  - **Resource:** Instructions for Use: Chapter 9: Maintenance
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
- **Perform 3-month maintenance**
  - **Resource:** Instructions for Use: Chapter 9: Maintenance
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
- **Perform 4-month maintenance**
  - **Resource:** Instructions for Use: Chapter 9: Maintenance
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
- **Perform 6-month maintenance**
  - **Resource:** Instructions for Use: Chapter 9: Maintenance
  - **How Measured:**
    - Direct Observation
    - Test
    - Other
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</table>
| **Perform as-needed maintenance**      | Instructions for Use: Chapter 9: Maintenance                            | ☐ Direct Observation  
☐ Test  
☐ Other __________   | Y   |   |   |     |     |
| **Miscellaneous**                       |                                                                          |                                                                              |           |   |     |                 |                 |
| • Power down/Power Up                   | Instructions for Use: Chapter 10: System Status and Commands→ Shutdown and System Power On/Boot | ☐ Direct Observation  
☐ Test  
☐ Other __________   | Y   |   |   |     |     |
| • Home DxC                              | Instructions for Use: Chapter 10: System Status and Commands→ Home       | ☐ Direct Observation  
☐ Test  
☐ Other __________   | Y   |   |   |     |     |
| • Instrument Setup                      | Instructions for Use: Chapter 3: System Setup Options                    | ☐ Direct Observation  
☐ Test  
☐ Other __________   | Y   |   |   |     |     |
| • System Parameters Backup              | Instructions for Use: Chapter 11: Utilities→ Backup/Restore              | ☐ Direct Observation  
☐ Test  
☐ Other __________   | Y   |   |   |     |     |
| • Quality Control Setup                 | Instructions for Use: Chapter 5: Quality Control →Define a Control, Control ID Assignments | ☐ Direct Observation  
☐ Test  
☐ Other __________   | Y   |   |   |     |     |
| • QC Results Management                 | Instructions for Use: Chapter 5: Quality Control                         | ☐ Direct Observation  
☐ Test  
☐ Other __________   | Y   |   |   |     |     |