

**LABORATORY TESTING PERSONNEL PERFORMANCE APPRAISAL**

EMPLOYEE NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

DATE OF EVALUATION \_\_\_\_\_

EVALUATOR'S NAME \_\_\_\_\_

**PERFORMANCE LEVELS**

1 = MEETS STANDARDS

0 = DOES NOT MEET STANDARDS

**PRE-ANALYTIC PHASE**

Participates in yearly continuing education \_\_\_\_\_ DATE \_\_\_\_\_

Was observed performing urine dipstick \_\_\_\_\_ DATE \_\_\_\_\_

Was observed performing rapid strep testing \_\_\_\_\_ DATE \_\_\_\_\_

Was observed performing rapid flu testing \_\_\_\_\_ DATE \_\_\_\_\_

Was observed performing HbA<sub>1C</sub> \_\_\_\_\_ DATE \_\_\_\_\_

Was observed performing Hemocult \_\_\_\_\_ DATE \_\_\_\_\_

**ANALYTIC PHASE**

Performs quality controls in a timely manner, internal with each test \_\_\_\_\_

Built-in controls for QuickVue Strep A, QuickVue Influenza, Hemocult, HbA<sub>1C</sub>

Performs quality controls in a timely manner, external as assigned \_\_\_\_\_

Weekly controls for urinalysis Multistix

Reports patient results only when quality control values are acceptable \_\_\_\_\_

If controls out of range, reports to laboratory director

Follows procedures as outlined in the procedure manual (patient specimens & proficiency samples) \_\_\_\_\_

Reports normal and abnormal results to physician (laboratory supervisor) \_\_\_\_\_

Ensures that laboratory tests are ordered per protocol \_\_\_\_\_

Enters laboratory results per protocol \_\_\_\_\_

**EVALUATOR'S SIGNATURE \_\_\_\_\_, RN Date \_\_\_\_\_**

**POST-ANALYTIC PHASE**

Recognizes, reports quality control failures to supervising physician \_\_\_\_\_

Resolves problems \_\_\_\_\_

Reviews procedures on a continual basis \_\_\_\_\_

Maintains records and reports as required \_\_\_\_\_

**EVALUATOR'S SIGNATURE \_\_\_\_\_, RN Date \_\_\_\_\_**

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