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 HbA1C ____________ DATE__________
Was observed performing Hemoccult ____________ DATE__________

ANALYTIC PHASE
Performs quality controls in a timely manner, internal with each test________
Built-in controls for QuickVue Strep A, QuickVue Influenza, Hemoccult, HbA1C

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________
Enter 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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