



IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

Idaho Bureau of Laboratories Competency Assessment

Platform: _____ SOP: _____

Analyst name: _____ Assessor name: _____

Date completed: _____ Type of assessment: 6 month / Annual Section: Clinical / Chemistry / Microbiology

Description	Meets standard?*	Notes
Pre-analytic (i.e., sample handling and storage, LIMS management)		
• Sample/LIMS – direct observation (1)	Y / N / NA	
Analytic (i.e., sample preparation and testing to test result posted in LIMS)		
• Preventative maintenance logbook – documentation review (3)	Y / N / NA	
• Instrument maintenance and function checks – direct observation (4)	Y / N / NA	
• Sample preparation and testing – direct observation (1)	Y / N / NA	
• Intermediate test results – documentation review (3)	Y / N / NA	
• Review and record test results – direct observation (1)	Y / N / NA	
Post-analytic (i.e., tasks performed after test result posted in LIMS)		
• Peer review and final reporting of test results – direct observation (1,2)	Y / N / NA	
• Sample management – direct observation (1)	Y / N / NA	
• Test result documentation retention – documentation review (3)	Y / N / NA	
• PT results, validation or exercise data – documentation review (2,3,5)	Y / N / NA	
• Quality improvement reports, case studies and/or scenarios – documentation review (6)	Y / N / NA	
Problem solving demonstration or quiz – attach documentation (6)	Y / N / NA	
Overall Assessment (if does not meet standard, specify in Notes below and re-assess later, as applicable)	PASS / FAIL	
* Notes (describe any remediation steps, if applicable):		

CLIA Required Procedures

1. Direct observation of routine patient test performance, including patient preparation, if applicable, specimen handling, processing & testing
2. Monitoring the recording & reporting of test results
3. Review of intermediate test results or worksheets, QC records, PT results, & preventive maintenance records
4. Direct observation of performance of instrument maintenance & function checks
5. Assessment of test performance through testing previously analyzed specimens, internal blind testing samples, or external PT samples
6. Assessment of problem solving skills

Analyst has passed this assessment and is authorized to continue performing test on diagnostic and/or compliance samples after assessor authorizes below and documentation has been submitted for upload on SharePoint. SharePoint approval is completed by Assessor, Section Manager, and Business Analyst.

Assessor Authorization: _____ Date: _____