



# Employer Assessment Form

(Worth 2 CMP points/Maximum 2 years accepted)

Employee Name:

ASCP Certification Category:

**Instructions:**

For each of the Technical Area(s) checked below, please list all instruments/procedures on which the individual has been assessed.

**Technical Areas:**

- Apheresis
- Blood Bank
- Chemistry
- Cytogenetics
- Cytotechnology
- Hemapheresis
- Hematology
- Histology
- Immunology
- Microbiology
- Molecular Biology
- Pathologists' Assistant
- Phlebotomy
- Virology

**Instruments/Procedures:** List all instruments/procedures that were assessed in the technical area(s) checked above. If necessary, please attach additional sheets.

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I hereby verify that the applicant listed above has been assessed on all instruments/procedures listed above and has performed satisfactorily based on the guidelines on the reverse side of this form.

Signature \_\_\_\_\_ Date of Assessment \_\_\_\_\_

Name and Title (please print) \_\_\_\_\_

Name of Institution \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Form continues on other side.

# Direct Observation

## **Patient Properly**

**Prepared/Instructed** Technician/technologist/specialist must assure that the patient is properly prepared for blood collection and, if applicable, instruct patient regarding conditions which may affect test results (e.g., dietary restrictions, patient's activities, interfering drugs) (IF APPLICABLE TO POSITION RESPONSIBILITIES).

## **Specimen Properly**

**Collected** Technician/technologist/specialist must verify patient/specimen identification and specimen acceptability (IF APPLICABLE TO POSITION RESPONSIBILITIES).

## **Specimen Properly**

**Processed** Technician/technologist/specialist must prepare specimen for analysis in accordance with laboratory policies and procedures for the specific instrument/procedure (IF APPLICABLE TO POSITION RESPONSIBILITIES).

**Specimen Properly Handled** Technician/technologist/specialist must handle, store and discard specimen in accordance with laboratory policies and procedures.

## **Equipment/Instrument Set-Up and Operation**

**Properly Performed** Technician/technologist/specialist must set-up and operate equipment/instruments according to laboratories policies and procedures.

## **Quality Control Properly Performed and**

**Recorded** Technician/technologist/specialist must demonstrate that he/she knows what Quality Control is required and how to evaluate and document QC results.

## **Specimen Properly**

**Tested** Technician/technologist/specialist must correctly complete the testing according to laboratory policies and procedures.

## **Test Results Properly Recorded and**

**Reported** Technician/technologist/specialist must record and report all results accurately and in a timely manner. This includes notification of panic or critical values according to laboratory policies and procedures.

## **Safety Protocols Properly**

**Followed** Technician/technologist/specialist must comply with institution's policy regarding universal precautions, e.g., proper hand washing, wearing appropriate protective devices (gloves, face shield, fluid impervious gowns, etc.), and handling/discarding contaminated or biohazardous materials.

## **Preventative Maintenance Properly Performed and**

**Recorded** Technician/technologist/specialist must demonstrate that they know how to perform routine maintenance thoroughly, on time, and document completely in accordance with manufacturer's instructions.

## **Demonstrates Acceptable Problem Solving**

**Skills** Technician/technologist/specialist must demonstrate the ability to recognize, identify, resolve and document solutions to problems.

Problem Solving assessments may be conducted using a real or simulated problem. The assessment may be a verbal or paper and pencil exercise in which you present a problem scenario and ask the individual how he/she would handle the problem. Another approach would be to simulate or create a problem during the direct observation phase and require the individual to handle it.

**Proficiency Testing** Technician/technologist/specialist must obtain acceptable results on an internal or external proficiency test sample. Proficiency test samples may be obtained from a commercially available source or compiled by laboratory using samples/specimen previously analyzed in the laboratory.