

Procedure: Operator Certification

Purpose

Each person running the test must be trained according to POCT program policy. Training will be provided by the Point of Care Testing coordinator's direct staff or in limited circumstances by other trainers approved by the coordinator and the laboratory director. The POCT coordinator must be notified of all new hires, terminations or resignations.

Recertification of individuals performing testing will be established by direct observation, testing and/or documentation of having obtained proper results on daily quality control (QC) samples and proficiency test (PT) specimens provided through the POCT clinical coordinator. Correct QC results must be performed in accordance with specific procedures, or certification will lapse.

Initial Training

Initial training of testing personnel shall include:

- Attendance at a POCT training session conducted by the Laboratory Director, POCT Coordinator, or other specifically designated trainers. Ordinarily, POCT site coordinators will **not** be certified as trainers.
- Review of general aspects of the POCT program.
- Successful performance of the tests being trained for using blind samples, under the observation of the trainer.
- Successful completion of a competency exam for each test.

Periodic recertification shall be based on:

- Successful performance of QC and/or PT samples during the prior year
- Successful completion of a written or electronic competency assessment exam
- Successful performance of the test under direct observation by the Laboratory Director, POCT Coordinator or other specifically designated trainers. Ordinarily, POCT site coordinators will **not** be certified as trainers.

Records of certification and re-certification shall be maintained in the POCT office. Instruments with operator lock-out capabilities will be updated to reflect current certification status of all operators.

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