

DCA Vantage® Analyzer

Competency Checklist



Once an employee has acquired the necessary knowledge and skills to perform basic operation tasks this checklist can be used to observe the employee perform the required tasks for their core job responsibilities and to document demonstrated competency. The observer places their initials and date beside the task when it is performed successfully. Successful completion for each task is determined by the facility. The standards used to evaluate can be documented in the “Criteria” section below.

Use the area on the last page to record comments or areas of improvement. If necessary, the observer can record recommended next steps of action for areas of improvement or development opportunities.

When all required tasks are completed, the supervisor and employee sign and date this document as a record of completion.

Criteria - Standards for successful completion of each task (e.g. Accuracy, Time, Quality, etc.):

Observer’s Initials and Completion Date	Topic/Tasks
	System Overview
	Identify System hardware components and their functions
	Identify Screen components
	Identify Symbols and buttons and their functions
	Hemoglobin A1c Sample Analysis
	Perform pre-sample handling
	Perform sample handling
	Perform sample analysis
	Microalbumin/Creatinine Sample Analysis
	Perform pre-sample handling
	Perform sample handling
	Perform sample analysis
	Hemoglobin A1c Calibration/Quality Control
	Perform Calibration for Hemoglobin A1c
	Recall HbA1c calibration Data
	Run Quality Control for HbA1c
	List the conditions for running HbA1c Quality Control
	Recall and print Hemoglobin A1c Quality Control Data
	Microalbumin/Creatinine Calibration/Quality Control
	Run Calibration for Microalbumin/Creatinine
	Recall and print Microalbumin/Creatinine Calibration Data
	Run Quality Control for Microalbumin/Creatinine
	List the conditions for running Microalbumin/Creatinine Quality Control
	Recall and print Microalbumin/Creatinine Quality Control Data
	Maintenance
	Power off the DCA Vantage® Analyzer
	Perform Weekly Maintenance tasks
	Perform Quarterly Maintenance tasks
	Perform As Needed Maintenance tasks
	Navigate and view information on the System Maintenance Status and System Maintenance Log screens

Competency Checklist



Comments

Areas of Improvement

Next Steps

Primary Operator

Secondary Operator

has been trained on the above documented tasks

Supervisor:

Employee:

Date: