

ety of human reproduction & embryology

Personnel: Competency

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Competency: definitions (1)

- a knowledge, skill or attitude that enables one to effectively perform the activities of a given occupation or function to the standards expected in
- means having the requisite abilities, skills, or a specified level of mastery
- a standardized requirement for an individual to properly perform a specific a statutardized requirement for an individual to properly periorin a specific job. It encompasses a combination of knowledge, skills and behavior utilized to improve performance. More generally, competence is the state or quality of being adequately or well qualified, having the $\underline{ability}$ to perform a specific \underline{role} . (Wikipedia)
- describes the work related skills and behaviour needed to effectively perform in a role. Core competencies are required for all role profiles



ISO 15189:2007 Medical laboratories – Particular requirements for quality and competence.

- 5.1 Personnel
 B 1.5 The laboratory director or designee(s) shall have demonstrable competence to assume responsibility for the services provided in order to:
 b, ensure that there are appropriate numbers of staff with the required
 - b) ensure that there are appropriate numbers of staff with the required education, training and **competence** to provide a service that meets the needs and requirements of the users (B2)
- NOTES
- 1 Competence is demonstrated by academic; postgraduate and continuing education and by evidence of continuing practice and experience that may be demonstrated by successful annual joint review.
- 2 The Laboratory Director would be expected to have Medical Consultant status or equivalent and have competence at the level of the Membership of the Royal College of Pathologists or equivalent. Exceptions to this may occur for highly specialised services, but the need for clinical as well as managerial competence must be met. Shre

ISO 15189:2007 Medical laboratories – Particular requirements for quality and competence.

B9 Staff training and education

- 89.3 Competency to perform assigned tasks shall be assessed following training and periodically thereafter. Retraining and reassessment shall occur when necessary. Records of competency assessments shall be kept (B6).
- Employer must demonstrate that their employees are adequately trained and experienced enough to carry out their job function(s)
 - Procedures
 - Equipment



Demonstrating Competency

- Assessment by:
 - Witness procedure
 - Written questions
 - Achieve set level of success: cell biopsy, cell collection, amplification.
- Levels of competency:
 - Not competent
 - Competent with supervision
 - Competent
 - Competent to troubleshoot and train others



Assessment: procedures (1) Shre



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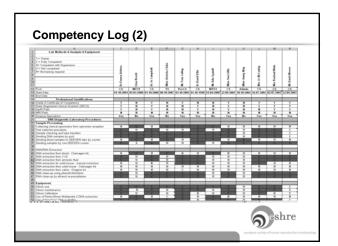
Assessment record: ABI3	730 :	use and maintenance	
Member of staff undergoing assessment			
Grade			
Name of assessor Associated lab protocols; LP-D-ABI3730 Specific knowledge of the following has b			
	Initial	T.	Initial
ABI3730 maintenance		Understand odd/even/quadrant plate	
		loading	\vdash
The 1 x buffer and are changed every 48hrs (Sigma water, ABI3730 buffer)		Ensure all unused wells are filled with T.1E; FAILURE TO DO SO WILL DAMAGE THE ARRAY	
Wash septas, reservoir, and buffer chamber with water and dry with white tissue every 48 hrs		Use of heat sealer to seal plate; remove lids first from part used plates	
Replacement of buffer polymer when req.		Heat denature for genotype analysis	-
Perform monthly maintenance routine		Check polymer and buffer levels and	
Order consumables when required		ensure there are no air bubbles Check PC is on and there is a green	\vdash
Order consumables when required		light on the ABI3730machine	
Able to change array and know when this is required.		Use correct base for plate i.e. Grey 96 and 384 bases	
Perform computer hard drive maintenance		Set up run sheet, select appropriate results group	1 1
ABI3730 use		Aware of correct instrument protocol and analysis protocol to use	
Book use in red folder beside machine,		How to remove data	
including record of no.runs and type Load samples in T.1E for sequencing		Aware of when to get help: red light	\vdash
Load samples in 1.1E for sequencing		Aware of when to get help; red light on machine	1 1
Load samples in formamide with size			-
standard for genotype analysis			

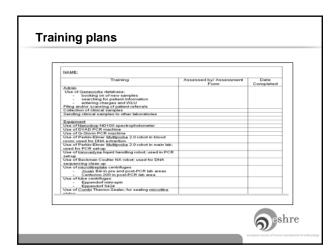
Asse	ssment of ABI3730 use and maintenance.
Vrite sh	ort answers to the following questions.
1.	What does it mean and/or what action should you take if the light on the front of the ABI3730 is;
	a) Green b) Flashing green
	c) Flashing yellow
	d) Flashing red
	e) Not visible
2.	What checks should you perform before you start running samples?
3.	What do you need to do if you decide to re-run a sample plate?

Competency Log (1)

- Record each individual's formal qualifications, experiences and training episodes
- Mechanism to manage, review and identify additional training needs for an individual, team or organisation on a regular, systematic and timely basis
- Sourcing of suitable cover during the period of absence for employees.



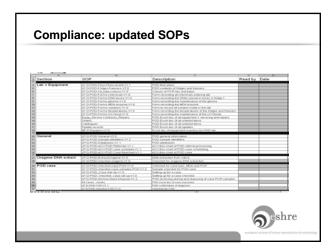


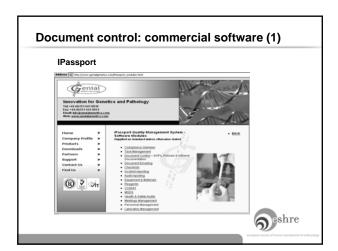


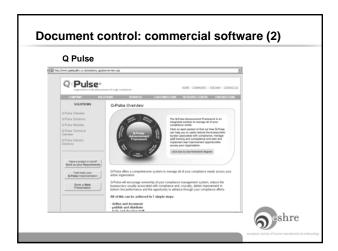
Maintaining competency (1)

- Mechanism when a change is implemented (procedure/equipment) all appropriate people have been informed and assessed as required.
- Compliance
 - Evidence updated SOPs have been read and are in use (document control:excel spreadsheets, commercial software)
 - Assessments
 - Examination Audits









Maintaining competency (2)

• When someone is assessed and deemed to be competent -for how long is this valid?

Does it depend on:

- Frequency of performing procedure?Complexity of the procedure?
- Change in personal circumstances?
- Need to re-assess if technique not performed in X months?



Re-assessment Guestionnaire - BastCollect Shre