

Competency Assessment – Annual Personnel Training: Allergen Extract Mixing

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|--------------|--|-------------------|--|
| Name: | | Job Title: | |
|--------------|--|-------------------|--|

| Extract Preparation Task | Date | Validated by | Comments, Notes, Additional Testing | | | | | |
|--|------|--------------|--|---------------|---|-------|---|--|
| 1. Passed annual written test on aseptic technique and extract preparation. <i>See Form A1.</i> | | | | | | | | |
| 2. Passed annual Media-fill test verifying aseptic technique. <i>Attach lab report.</i> | | | | | | | | |
| 3. Successfully completed annual gloved fingertip and thumb sampling three separate times. <i>Attach lab report. TOTAL R cfu + L cfu = 0.</i> | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Test 1: R cfu</td> <td style="width: 5%;">+</td> <td style="width: 50%;">L cfu</td> <td style="width: 5%;">=</td> <td style="width: 10%;"></td> </tr> </table> | Test 1: R cfu | + | L cfu | = | |
| Test 1: R cfu | + | L cfu | = | | | | | |
| 4. Understands & demonstrates appropriate hand hygiene. <i>See Form A2.</i> | | | | | | | | |
| 5. Understands and appropriately dons required garb. <i>See Form A2.</i> | | | | | | | | |
| 6. Reviews prescriptions for accuracy. | | | | | | | | |
| 7. Checks expiration dates of antigens and diluents. | | | | | | | | |
| 8. Cleans mixing surface appropriately. <i>See Form A3.</i> | | | | | | | | |
| 9. Checks stocks & mixed extracts for turbidity/particulate matter. | | | | | | | | |
| 10. Swabs vial stoppers with 70% IPA. | | | | | | | | |
| 11. Draws up appropriate amounts of extract. | | | | | | | | |
| 12. Disposes of syringes in an appropriate manner. | | | | | | | | |
| 13. Documents lot # and preparation details per clinic SOP. | | | | | | | | |
| 14. Creates appropriate labels. | | | | | | | | |
| 15. Stores extracts at appropriate temperatures. | | | | | | | | |
| 16. Packages materials and supplies in a neat and efficient manner. | | | | | | | | |

*I understand that of all the topics listed, I will be allowed to perform only those for my skill level/scope of practice and only after I have demonstrated competency. Furthermore, I must successfully pass reevaluations in *deficient area(s) before I can resume compounding allergenic extract.*



Employee signature

Date

| Self-Assessment: | Evaluation/Validation Methodologies: |
|-------------------------------|--------------------------------------|
| 1 = Experienced | T = Tests |
| 2 = Needs practice/assistance | D = Demonstration |
| 3 = Never done | V = Verbal |
| NA = Not applicable | I = Interactive Class |

**Corrective actions on separate page.*

Competency Assessment – Corrective Action

| Name: | | Job Title: | |
|--|------|--------------|---------------|
| Task | Date | Validated by | Actions Taken |
| 1. Passed annual written test on aseptic technique and extract preparation. <i>See Form A1.</i> | | | |
| 2. Passed annual Media-fill test verifying aseptic technique. <i>Attach lab report.</i> | | | |
| 3. Successfully completed annual gloved fingertip and thumb sampling three separate times. <i>Attach lab report. TOTAL R cfu + L cfu = 0.</i> | | | |
| 4. Understands & demonstrates appropriate hand hygiene. <i>See Form A2.</i> | | | |
| 5. Understands and appropriately dons required garb. <i>See Form A2.</i> | | | |
| 6. Reviews prescriptions for accuracy. | | | |
| 7. Checks expiration dates of antigens and diluents. | | | |
| 8. Cleans mixing surface appropriately. <i>See Form A3.</i> | | | |
| 9. Checks stocks & mixed extracts for turbidity/particulate matter. | | | |
| 10. Swabs vial stoppers with 70% IPA. | | | |
| 11. Draws up appropriate amounts of extract. | | | |
| 12. Disposes of syringes in an appropriate manner. | | | |
| 13. Documents lot # and preparation details per clinic SOP. | | | |
| 14. Creates appropriate labels. | | | |
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| 16. Packages materials and supplies in a neat and efficient manner. | | | |

