

Competency Assessment – Initial Personnel Training: Allergen Extract Mixing

Name:		Job Title:			
Extract Preparation Task	Date	Validated by	Comments, Notes, Additional Testing		
1. Passed initial written test on aseptic technique and extract preparation. <i>See Form A1.</i>					
2. Passed initial Media-fill test verifying aseptic technique. <i>Attach lab report.</i>					
3. Successfully completed initial gloved fingertip and thumb sampling three separate times. <i>Attach lab report. TOTAL R cfu + L cfu = 0.</i>			Test 1: R cfu + L cfu =		
			Test 2: R cfu + L cfu =		
			Test 3: 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:	
Extract Preparation Task		Date	Validated by
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2. Passed Media-fill test verifying aseptic technique.			
3. Successfully completed gloved fingertip and thumb sampling three separate times.			
4. Understands & demonstrates appropriate hand hygiene.			
5. Understands and appropriately dons required garb.*			
6. Reviews prescriptions for accuracy.			
7. Checks expiration dates of antigens and diluents.			
8. Cleans mixing surface appropriately.			
9. Checks stocks & mixed extracts for turbidity/particulate matter.			
10. Swabs vial stoppers with 70% IPA.			
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