



Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	Accu-Chek Inform System Glucose Meter Competency

INDICATORS OF PERFORMANCE LEVEL SUMMARY

How Met		Level of Competency	
O	Direct Observation/Return Demonstration	1	Below expected standards
V	Verbalization/Discussion	2	Fully meets standards
T	Test	3	Well above standards. May precept peers
NA	Not applicable		

If overall performance or competency is rated below the minimum competency level of 2, that performance or competency must be reassessed within 30 days of this review.

The employee demonstrates skills and competence in the following:	How Met	Level of Competency 1 2 3	Evaluated by:
1. Coding (Calibrating) <ul style="list-style-type: none"> • States when coding is necessary (when new vial is opened or code displayed on Accu-Chek Inform System display does not match code on strip vial in use) • States how to code (Calibrate) the glucose meter (insert correct code key before programming the test) 			
2. Quality Control <ul style="list-style-type: none"> • States when controls are routinely ran (once every 24 hours) • States when to discard control solution (at exp. Date or 3 months after opening) • States what to do when control result fails to fall within the acceptable range (repeat the test and document remedial action with a comment) 			
3. Patient Testing <ul style="list-style-type: none"> • Put on gloves • Turn on meter, input operator ID and select patient test • Clean patient finger with alcohol and allow to completely dry • Perform finger puncture using single-use disposable lancet • Apply one drop to yellow window. Must be filled for accurate amount. (The “beep” sound does not indicate window is completely filled only that blood has been applied.) Can redose within 15 seconds. • After test result appears, enter comments, if necessary. • Dispose of lancet in sharps disposal. • Discard strip in biohazard receptacle. • State where result is recorded (inpatient record) 			
4. Hospital Critical Limits and Follow-Up <ul style="list-style-type: none"> • State critical values (<50 or >400mg/dl; notify provider or critical results) • State when venous sample is sent to central laboratory for confirmation (<50 or >400 mg/dl) 			

<p>5. Cleaning</p> <ul style="list-style-type: none"> • State cleaning procedure (wearing gloves, wipe Accu-Chek Inform Meter with 70% Isopropyl Alcohol pad) • State minimum cleaning frequency (once every 24 hours at time of QC check) 			
<p>6. Troubleshooting</p> <ul style="list-style-type: none"> • When instrument reports the following codes operator must perform a set of Quality Controls using a new test strip and repeat the patient sample: LO, HI, RR LO, RR HI, CR LO, CR HI, Error 133, Error 88, QC Fail or Out of Range. • Please refer to the Troubleshooting section of the Operators Manual on paged 140-152 for specific instructions. These are located at each nursing station. 			

Employee is competent to perform the above tasks independently and without supervision

Employee's level of competence is below 2. Reassess competency on: _____

Employee's Signature	
Evaluator's Signature	