

TML/MSH Microbiology Department Policy & Procedure Manual	Policy # MI/EDU/11/v01	Page 1 of 3
Section: Education Manual	Subject Title: Evaluation Form For Specimen Processing	
Issued by: LABORATORY MANAGER	Original Date: July 2, 2004	
Approved by: Laboratory Director	Revision Date:	

EVALUATION FORM FOR SPECIMEN PROCESSING

DATES OF ROTATION ____ to ____

TRAINEE NAME _____

				<u>≥ 3 ACCEPTABLE</u>	
	1	2	3	4	5
I <u>KNOWLEDGE OF THEORY</u>					
General Safety on Protective Measures - disinfectants, fumehoods, centrifuges, handling of all specimens and plates	1	2	3	4	5
Appropriate / Inappropriate specimens	1	2	3	4	5
Ingredients and principle of media	1	2	3	4	5
Stains – GRAM, Zn, Eosinophil	1	2	3	4	5
Principle of any instrumentation	1	2	3	4	5
II <u>APPLICATION OF THERAPY</u>					
Sorting specimens	1	2	3	4	5
Planting specimens					
Urine	1	2	3	4	5
Stools	1	2	3	4	5
Respiratory – Sputum, BAL, etc.	1	2	3	4	5
Miscellaneous swabs	1	2	3	4	5
Tissues – grinding, planting	1	2	3	4	5
Sterile Fluids – CSF, etc.	1	2	3	4	5
Genital – Wet mounds	1	2	3	4	5
Environmental Specimens	1	2	3	4	5
Staining – GRAM, Zn, Eosinophil	1	2	3	4	5

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III TECHNICAL SKILLS

Aspectic Technique		1	2	3	4	5
Proper inoculation & streaking of media		1	2	3	4	5
Adheres to safe lab practices	1	2	3	4	5	

IV WORK ORGANIZATION

Judgement of priorities		1	2	3	4	5
Ability to sequence tasks		1	2	3	4	5
Attention to detail		1	2	3	4	5
Neatness in work area		1	2	3	4	5

V ACCOUNTABILITY & DEPENDABILITY

Recognizes and acts within own limitations (asks for help when needed)		1	2	3	4	5
Co-operates with technologist/technician to ensure bench work completed		1	2	3	4	5
Able to work responsibly and independently		1	2	3	4	5
Initiates activity when appropriate		1	2	3	4	5
Effective utilization of spare time		1	2	3	4	5
Punctuality		1	2	3	4	5
Attendance: List times not present on bench:						

VI COMMUNICATION & INTERPERSONAL SKILLS

Ability to comprehend instructions		1	2	3	4	5
Accepts and acts on constructive criticism		1	2	3	4	5
Ability to work with others		1	2	3	4	5

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VII COMMENTS

Technologist's / Technician's signature _____