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| TML/MSH Microbiology Department<br>Policy & Procedure Manual | <b>Policy # MI/EDU/11/03/v02</b> | Page 1 of 2 |
| <b>Education Manual</b>                                      |                                  |             |

**Toronto Medical Laboratory and Mount Sinai Hospital  
Department of Microbiology, Mycology Section  
Trainee Evaluation Form For Technologist**

Name of the Trainee:

Dates of training:

**Training Section:** Mycology

**Supervising Technologist:** Subhash K. Mohan

|  | <b>Unacceptable</b> | 1 | 2 | 3 | 4 | 5 | <b>Superior</b> |
|--|---------------------|---|---|---|---|---|-----------------|
| <b>1. Skill and competence in performance:</b>               |                     |   |   |   |   |   |                 |
| a. Manual dexterity  |                     |   |   |   |   |   | 1 2 3 4 5       |
| b. Accuracy  |                     |   |   |   |   |   | 1 2 3 4 5       |
| <b>2. Knowledge base:</b>                                    |                     |   |   |   |   |   |                 |
| a. Demonstrates relationship between principles & procedures |                     |   |   |   |   |   | 1 2 3 4 5       |
| b. Interpretation of test results                            |                     |   |   |   |   |   | 1 2 3 4 5       |
| c. Recognition of errors                                     |                     |   |   |   |   |   | 1 2 3 4 5       |
| <b>3. Care and concern for order and clarity:</b>            |                     |   |   |   |   |   |                 |
| a. Attention to detail                                       |                     |   |   |   |   |   | 1 2 3 4 5       |
| b. Neatness in maintenance of work area                      |                     |   |   |   |   |   | 1 2 3 4 5       |
| c. Accuracy and legibility in reporting results              |                     |   |   |   |   |   | 1 2 3 4 5       |
| <b>4. Efficiency and organization:</b>                       |                     |   |   |   |   |   |                 |
| a. Ability to sequence task (priority setting)               |                     |   |   |   |   |   | 1 2 3 4 5       |
| b. Adherence to established protocol                         |                     |   |   |   |   |   | 1 2 3 4 5       |
| <b>5. Dependability and commitment:</b>                      |                     |   |   |   |   |   |                 |
| a. Carries out duties promptly with enthusiasm               |                     |   |   |   |   |   | 1 2 3 4 5       |
| b. Able to work independently                                |                     |   |   |   |   |   | 1 2 3 4 5       |
| c. Shows initiative (ideas for improvement)                  |                     |   |   |   |   |   | 1 2 3 4 5       |
| d. Responsible   |                     |   |   |   |   |   | 1 2 3 4 5       |
| e. Demonstrates emotional stability in stressful situation   |                     |   |   |   |   |   | 1 2 3 4 5       |

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**6. Interpersonal relation:**

- |    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| a. | Co-operation with others                         | 1 | 2 | 3 | 4 | 5 |
| b. | Ability to accept constructive criticism         | 1 | 2 | 3 | 4 | 5 |
| c. | Tactful in dealing with colleagues and personnel | 1 | 2 | 3 | 4 | 5 |

**7. Communication:**

- |    |   |   |   |   |   |   |
|----|---|---|---|---|---|---|
| a. | Ability to give clear and precise instructions and/ or explanations | 1 | 2 | 3 | 4 | 5 |
| b. | Good communication  | 1 | 2 | 3 | 4 | 5 |
| c. | Ability to ask for clarification in case of doubt                   | 1 | 2 | 3 | 4 | 5 |

**Comments:**

Supervising Technologist's signature