

## FastPack® IP System Training Checklist

Complete this information for any person who will perform tests on the FastPack® IP System. Mark each item with a checkmark (✓), No, or N/A (Not Applicable). Complete a separate form for each trainee.

✓	ATTAINED PROFICIENCY IN:	WHERE TO FIND INFORMATION
	Collecting and handling blood specimens for testing.	QA Manual - Pre-Analytic Processes
		Direction Inserts at <a href="http://www.qualigeninc.com">www.qualigeninc.com</a>
	Safety precautions for laboratory instrumentation.	QA Manual - Pre-Analytic Processes
		MSDS at <a href="http://www.qualigeninc.com">www.qualigeninc.com</a>
	Locating and storing testing supplies.	Direction Inserts at <a href="http://www.qualigeninc.com">www.qualigeninc.com</a>
	Verifying the integrity and the dating of FastPacks, controls and calibrators.	Direction Inserts at <a href="http://www.qualigeninc.com">www.qualigeninc.com</a>
	Locating the testing procedures and following them as written.	Procedure Manual - Running Patient Samples
	Calibrating the System. Identifying what to do if unacceptable results are obtained.	Direction Inserts at <a href="http://www.qualigeninc.com">www.qualigeninc.com</a>
		Procedure Manual - Calibration Procedure
	Knowing what to do if a FastPack leaks inside the System analyzer and how to properly clean it	Procedure Manual - Cleaning the FastPack IP System
	Testing two levels of control and attaining proper results. Knowing what to do if QC is unacceptable.	Direction Inserts at <a href="http://www.qualigeninc.com">www.qualigeninc.com</a>
		Procedure Manual - Control Testing
		QA Manual - Individualized Quality Control Plan
	Knowing and using proper reporting systems (including abnormal and panic results).	QA Manual - Post-Analytic Policies
	Documenting corrective actions associated with unacceptable QC, QA, and PT.	QA Manual - Proficiency Testing Policies
		QA Manual - Quality Assessment Program
		QA Log - Quality Assurance Assessment
		QA Log - Corrective Action Log
	Recognizing system failures and troubleshooting	Procedure Manual - Troubleshooting
	Knowing who to contact in the event of questions concerning testing or reporting, such as inconsistent or erroneous patient test results.	<ul style="list-style-type: none"> <li>▪ Lab Director</li> <li>▪ Qualigen System Support  <a href="mailto:systemsupport@qualigeninc.com">systemsupport@qualigeninc.com</a>  877-770-6127</li> </ul>

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Date

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Trainee

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Trainer

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Laboratory Director