ASCP BOARD OF CERTIFICATION

Credential Maintenance Program (CMP)

Employer Assessment Form

(Worth 2 CMP points per year/max 4 points total accepted)

Employee Name

ASCP/ASCP[i] BOC Credential Category (e.g. MLT, MLS)

Instructions: Please check one technical area for assessment and list all instruments/procedures the employee has performed.

Technical Areas:

☐ Apheresis	☐ Blood Bank	☐ Chemistry	☐ Cytometry
☐ Cytogenetics	☐ Cytology	☐ Hemapheresis	☐ Hematology
☐ Histology	☐ Immunology	☐ Microbiology	☐ Molecular Biology
☐ Pathologists' Assistant	☐ Phlebotomy	☐ Virology	

Instruments/Procedures: List all instruments/procedures that were assessed in the technical area(s) checked above. If necessary, please attach additional sheets.

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☐ **I hereby verify that the applicant listed above has been assessed on all instruments/procedures as documented and performed satisfactorily based on the guidelines on the reverse side of this form.**

_____

Signature Date of Assessment

_____

Name and Title (please print)

_____

Name of Institution

_____

Daytime Phone Number

Form continues on other side.

Direct Observation

Patient Properly Prepared/Instructed - Technician/scientist/specialist must assure that the patient is properly prepared for blood collection and, if applicable, instruct patient regarding conditions which may affect test results (e.g., dietary restrictions, patient's activities, interfering drugs) (IF APPLICABLE TO POSITION RESPONSIBILITIES).

Specimen Properly Collected - Technician/scientist/specialist must verify patient/specimen identification and specimen acceptability (IF APPLICABLE TO POSITION RESPONSIBILITIES).

Specimen Properly Processed - Technician/scientist/specialist must prepare specimen for analysis in accordance with laboratory policies and procedures for the specific instrument/procedure (IF APPLICABLE TO POSITION RESPONSIBILITES).

Specimen Properly Handled - Technician/scientist/specialist must handle, store and discard specimen in accordance with laboratory policies and procedures.

Equipment/Instrument Set-Up and Operation Properly Performed - Technician/scientist/specialist must set-up and operate equipment/instruments according to laboratories policies and procedures.

Quality Control Properly Performed and Recorded - Technician/scientist/specialist must demonstrate that they know what Quality Control is required and how to evaluate and document QC results.

Specimen Properly Tested - Technician/scientist/specialist must correctly complete the testing according to laboratory policies and procedures.

Test Results Properly Recorded and Reported - Technician/scientist/specialist must record and report all results accurately and in a timely manner. This includes notification of panic or critical values according to laboratory policies and procedures.

Safety Protocols Properly Followed - Technician/scientist/specialist must comply with institution's policy regarding universal precautions, e.g., proper hand washing, wearing appropriate protective devices (gloves, face shield, fluid impervious gowns, etc.), and handling/discarding contaminated or bio-hazardous materials.

Preventative Maintenance Properly Performed and Recorded - Technician/scientist/specialist must demonstrate that they know how to perform routine maintenance thoroughly, on time, and document completely in accordance with manufacturer's instructions.

Demonstrates Acceptable Problem Solving Skills - Technician/scientist/specialist must demonstrate the ability to recognize, identify, resolve and document solutions to problems.

Problem Solving assessments may be conducted using a real or simulated problem. The assessment may be a verbal or paper and pencil exercise in which you present a problem scenario and ask the individual how they would handle the problem. Another approach would be to simulate or create a problem during the direct observation phase and require the individual to handle it.

Proficiency Testing - Technician/scientist/specialist must obtain acceptable results on an internal or external proficiency test sample. Proficiency test samples may be obtained from a commercially available source or compiled by laboratory using samples/specimen previously analyzed in the laboratory.