

# Training Plan Check List: Certificate of Achievement Part 1

Name: ..... Department: .....

SECTIONS				
Professional Roles	Health and Safety	Quality	Specimen handling	Performing standard tests
<b>CORE MODULES</b> (All 12 core modules to be completed)				
Personal responsibility and development <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Safety at work <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Maintaining standards of working practice <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Receiving specimens <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	
Equality and diversity <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Maintaining a healthy environment <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>		Storage and retrieval <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	
Communication <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Cleaning and decontamination <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>		Sample disposal <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	
Data handling <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>				
Contribution to team work <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>				
<b>OPTIONAL MODULES</b> (Minimum of 2 optional modules)				
	Waste management <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Preparing stock solutions <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Preparation of specimens for investigation <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Simple manual method / commercial kit <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>
		Maintenance of laboratory equipment <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Specimen packaging and transport <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	Use of an automated analyser <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>
			Obtaining venous blood samples <b>C</b> <input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/>	

C- Competencies (performances) signed off  
 E – Evidence signed off  
 M- Managers comments completed