

**Document Control Number: SOP-0951**

**Document Title: Point-of-Care Authorization, Training and Document Maintenance**

**POLICY:** Point-of-Care Testing Site Authorization, Training and Documentation Maintenance .

**PURPOSE:** To identify testing performed at each site, whom completes the training for Point-of-Care Testing (POCT), and where training documentation will be maintained for POCT.

**PROCEDURE:**

- A. The Laboratory Medical Director is responsible for ensuring compliance with CLIA '88 for staff performing and supervising laboratory point-of-care testing. These duties have been delegated to the Ancillary Testing Coordinator, or in their absence the Ancillary Testing Senort Staff or Laboratory Manager.
- B. The Ancillary Testing Coordinator is responsible to provide materials for initial training and ongoing competency assessment of laboratory POCT. This includes but not limited to copies of procedures, written tests, training checklists, reagents, blind samples, and oversight. All training and competency testing is performed by the Ancillary Testing Coordinator, Senior Staff Specialist for Ancillary Testing, the Nursing Unit Education Coordinator or other preceptors as identified by the Ancillary Testing Coordinator.
- C. Nurse Managers are responsible for ensuring all authorized staff participates in initial training, semi-annual if necessary, and annual competency for all laboratory POCT performed in their areas.
- D. Initial training for all point-of-care testing will be completed upon initial hire or transfer to a new area of the SLC VA Healthcare System. Competency will be reassessed after approximately 6 months of employment or transfer with moderate complexity testing, and will then be reassessed annually thereafter. The following list identifies authorized staff to perform laboratory POCT according to position within the SLC VA Healthcare System: [See the list here.](#)
- E. For all providers performing Provider Performed Microscopy (PPM) they will receive initial training and competency. Then annual CAP surveys will be rotated among applicable staff to ensure competence.
- F. Initial Training and Competency Documentation Maintenance: All staff that performs Point-of-Care Testing has a [Point-of-Care Testing Training Record](#) for every year of POCT training and competency assessment. The training record lists the entire point-of-care test menu approved by the laboratory. When training or competency has been completed for a point-of-care test the date is printed next to the test on the training record.

- G. Attached to the training record are the competency assessment forms for each point-of-care test completed by the staff member. The initial training forms are kept in a separate binder alphabetically. A complete electronic list is maintained of individuals authorized to perform testing supported by the PWeb interface (glucometer and i-STAT) and MTS training website (PPM). A hard copy (paper list) of the electronic list can be generated when requested by regulatory agencies. All other testing that is not interfaced or considered PPM is entered into a spreadsheet by individual and ward/unit to comply with CAP standards. [See Master List here.](#)
- H. The Ancillary Testing Coordinator will be notified by the Patient Services Administrative Officer or Education Coordinator of nursing staff reassignments, new arrivals, and departures. The Ancillary Testing Coordinator will modify the POCT Master List accordingly.
- I. The Ancillary Testing Coordinator will maintain records per CAP and VHA requirements.

#### References:

The Joint Commission Standards Manual, Jan 1, 2012. Standard Label WT.02.01.01

The College of American Pathology (CAP) Accreditation Checklist, Jun 17, 2010. Standards: POC.03550, POC.06700, POC.09200

VHA Records Control Schedule 10-1, item number: 113-22

#### Revision History

Section	Change	Date	Requester	Approver
Document	Update header and font.	1/31/2017	D. Khaksar	E. Hart MD

## Signature Manifest

**Document Number:** SOP-0951

**Revision:** 02

**Title:** Point-of-Care Testing Authorization, Training, and Document Maintenance

All dates and times are in Mountain Standard/Daylight.

### Point-of-Care Testing Authorization

#### 1: Approval

Name/Signature	Title	Date	Meaning/Reason
System Administrator (SYSADMIN)		31 Jan 2017, 10:34:41 AM	Approved

#### Review: SOP-0951 02

#### Review

Name/Signature	Title	Date	Meaning/Reason
Peters Ola (OLAP)	MT	02 Jan 2018, 02:51:20 PM	Reviewed
System Administrator (SYSADMIN)		23 Jan 2018, 07:43:39 AM	Reviewed