

Rwanda Biomedical Center

**Practical Examination - Direct Observation Checklist**

*(For Use while observing PT sample testing)*

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of Tester**  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of Evaluator** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Certification Number** |  |  |
| \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Last Training Date** |  | **Date Direct Observation was Conducted** |

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| **Scoring Criteria****1 = Step performed correctly; 0 = Step incorrectly performed or skipped; N/A= Not applicable** |

| **Steps to be observed (Evaluator to score each step observed)** | **Score** | **Comments** |
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| 1 | Followed all safety precautions as per SOP (*lab coat, apron, gloves, etc.…*) |  |  |
| 2 | Cleaned/Disinfected the working area  |  |  |
| 3 | The content of the PT pack is verified *Note: For eluted DTS PT samples: (Verify that the DTS tubes are properly labelled, results form and contact information are included)* |  |  |
| 4 | The integrity of the PT pack verified*(i.e. PT sample tubes are not leaking)* |  |  |
| 5 | Check and record expiry date of test kits and buffer***Note: Verify if the HIV RT kit lot is within the expiration date. If it has expired; stop the examination*** |  |  |
| 6 | Correct test kit specimen collection devices used to perform testing***Note: Verify if the correct HIV RT kit is being used. If the national algorithm is not being followed; stop the examination*** |  |  |
| 7 | Write PT sample ID on test device? |  |  |
| 8 | Pre-set timer *(i.e. time tracking device)* before proceeding with testing |  |  |
| 9 | Test 1 -->Use correct Sample Volume |  |  |
| 10 | Test 1 -->Use correct Buffer Volume |  |  |
| 11 | Test 1 -->Start timer |  |  |
| 12 | Test 1 -->Use correct Wait Time |  |  |
| 13 | Correctly follow national testing algorithm  |  |  |
| 14 | Refer to SOP or Job aides while performing tests |  |  |
| 15 | Test 1 -->Use correct result interpretation/documentation *(i.e., reactive, non-reactive or invalid)* |  |  |
| 16 | Test 1 -->Final resultCorrectly identify non-reactive samples and document the test result for **them as negative***.* *Note: Score 1 point for each panel sample with correct result* |  |  |
| 17 | Correctly identify and document reactive and invalid samples needed for test 2 |  |  |
| 18 | Pre-set timer *(i.e. time tracking device)* before proceeding with testing |  |  |
| 19 | Test 2 -->Use correct Sample Volume |  |  |
| 20 | Test 2 -->Use correct Buffer Volume |  |  |
| 21 | Test 2 -->Start timer  |  |  |
| 22 | Test 2--> Use correct Wait Time |  |  |
| 23 | Correctly follow national testing algorithm  |  |  |
| 24 | Refer to SOP or Job aides while performing tests |  |  |
| 25 | Test 2 -->Use correct result interpretation/documentation *(i.e., reactive, non-reactive or invalid)* |  |  |
| 26 | Test 2 -->Final resultCorrectly identify and document the test result for **each** samples tested (*i.e., positive or indeterminate)* *Note: Score 1 point for each panel sample with correct result* |  |  |
| 27 | Record results in HIV testing logbook correctly |  |  |
| 28 | Cleaned work space and dispose of biohazard waste (*gloves, wrappers, alcohol swab and desiccant)* properly? |  |  |
| **Total Points** |  |  |

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| **Direct Observation score: (…………/28)\* 100= …………….%**[*Indicate the score obtained for the direct observation by the provider]* *For example if the provider got all of the direct observation questions correct, then score 100%.***Sample Panel testing score: …………%***[Indicate the score obtained for the panel by the provider]**For example if the practical exam include 6 samples to be tested and all sample test results are correct, then score 100% (=6/6\*100). If only 2 samples results are correct score 33% (=2/6\*100]***Final Practical Examination score: ............%***[Indicate the average score obtained by the provider for the direct observation and panel testing]**For example if the provider scored 70% for direct observation and 100% for panel testing. The average score will be 85% (70%+100%/2)**To be considered competent, the provider has to score 100% for the panel testing and at least 90% for direct observation***Overall Comments:***(Document whether the provider demonstrated competency and indicate areas of improvement if any)***Remedial** **Action** *(if applicable):* |
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**Date Examination completed: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ Tester Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**