

**CWPC\_OPL\_0110**  
**GEM OPL Training Form**

Please complete the following steps in order to be certified to use the GEM OPL at BCCH:

<b>STEP 1</b>	<b>Completion Date:</b> _____
<ul style="list-style-type: none"> <li>Read the procedure "GEM OPL Standard Operating Procedure" on ePOPS/SHOP.</li> </ul>	

<b>STEP 2</b>	<b>Completion Date:</b> _____
<ul style="list-style-type: none"> <li>Go through a hands-on training session with an Educator.</li> <li>Complete the GEM OPL Training Checklist.</li> </ul>	

<b>STEP 3</b>	<b>Completion Date:</b> _____
<ul style="list-style-type: none"> <li>Enroll in the following LearningHub course and complete the quiz: "CW Point of Care GEM OPL Competency Assessment" (Course 18015).</li> <li>Minimum passing grade is 80%. Maximum 2 attempts.</li> <li>Please contact <a href="mailto:POCTLab@cw.bc.ca">POCTLab@cw.bc.ca</a> if you fail both attempts.</li> </ul>	

<b>STEP 4</b>	<b>Completion Date:</b> _____	
<ul style="list-style-type: none"> <li>Complete the following section and email both the form and checklist to <a href="mailto:POCTLab@cw.bc.ca">POCTLab@cw.bc.ca</a> to indicate your completion of GEM OPL training.</li> </ul>		
<p>By filling in the information below, the trainee agrees that he/she</p> <ul style="list-style-type: none"> <li>- has satisfied all GEM OPL training requirements</li> <li>- agrees to follow the GEM OPL Standard Operating Procedure</li> <li>- will maintain ongoing competency by (1) testing 3 levels of QCs and one patient/proficiency sample; and (2) completing the Learning Hub GEM OPL Competency Assessment Quiz (Course 18015) each year.</li> </ul>		
Trainee Full Name	Department	
Email Address	Employee ID	

## GEM OPL Training Checklist

Trainee Name: \_\_\_\_\_ Educator Name: \_\_\_\_\_

Please check off  each task below as you review them during hands-on training:

<b>A. Components and Maintenance</b>
<input type="checkbox"/> Identify display screen, keypad, AC adapter, temperature probe and cuvette slot. <input type="checkbox"/> Know how to turn on and off instrument. <input type="checkbox"/> Know how to retrieve previous test results in "Stored Data". <input type="checkbox"/> Describe routine instrument maintenance.
<b>B. Cuvettes</b>
<input type="checkbox"/> Describe proper cuvette storage and handling. <input type="checkbox"/> Know how to input new GEM codes and cuvette lot numbers. <input type="checkbox"/> Describe proper fill technique, textured vent patch and direction of cuvette insertion.
<b>C. Quality Controls</b>
<input type="checkbox"/> Perform/describe optical QC and its storage, handling and frequency. <input type="checkbox"/> Perform/describe liquid QC and its storage, handling and frequency. <input type="checkbox"/> Know how to input new QC lot numbers. <input type="checkbox"/> Review the Quality Control Record Form and know <ul style="list-style-type: none"> <li>- how to properly fill in the form</li> <li>- what actions to take if any QC is outside of acceptable range</li> <li>- when to email the form to <a href="mailto:POCTLab@cw.bc.ca">POCTLab@cw.bc.ca</a>.</li> </ul>
<b>D. Patient Testing</b>
<input type="checkbox"/> Describe proper mixing and sampling techniques. <input type="checkbox"/> Describe common sources of error: overfill, bubbles/ fingerprints, delayed testing. <input type="checkbox"/> Know how to chart patient results as per ward protocol.
<b>E. General POCT Information</b>
<input type="checkbox"/> Be able to follow universal precautions when handling biohazardous material and properly dispose of waste. <input type="checkbox"/> Know how to access ePOPS/SHOP for instrument-related documents. <input type="checkbox"/> Be aware that Proficiency Testing occurs 3 times per year and is performed by users who routinely perform patient testing. <input type="checkbox"/> Be aware that ongoing competency requires testing a minimum of 3 levels of liquid QC and 1 patient or proficiency sample each year, as well as completing the Learning Hub GEM OPL Competency Assessment Quiz yearly (Course 18015).

Medical Approval: Dr. Li Wang

Version: 1.1

Folder Name: CW\Point of Care\Blood Co-oximetry

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Medical Approval Date: Jun 18, 2020

Implementation Date: 2/1/2021 2:00:12 PM

## REVISION & APPROVAL LOG

Version	Revision Type	Description of Change	Revision Date	Technical Approval	Medical Approval
1.0	New	New document	2020JUN08	Diane Sze	Dr. Li Wang
1.1	Minor	Added Learning Hub GEM OPL Competency Assessment Quiz to the annual ongoing competency requirements.	2021FEB01	Calvin Lee	

**Attention: This document is published on the ePOPS website.**

**Revisions made to this document require an update to the corresponding document published on ePOPS website.**