

### DCA Vantage HbA1C: Appendix G - Training Checklist

Name (Please Print):	Dept / Unit:	Operator ID:	
<b>Operator demonstrates competency:</b>		YES	NO
1. <b>Power on / off</b> DCA Vantage.			
2. <b>Storage requirements</b> and expiration dates of the DCA HA1c test cartridge.			
3. <b>Lab storage (4°C)</b> location. Documentation of HA1c cartridge utilization.			
4. <b>Calibration</b> of DCA HA1c test cartridge - Each New Lot #			
5. <b>Storage requirements</b> , expiration dates of the DCA HA1c Daily <b>Quality Test</b> solution. Documentation of the Daily QC test results.			
6. <b>Storage requirements</b> , expiration dates of the DCA HA1c <b>Monthly Proficiency Test</b> solution. Documentation of the Monthly QC test results.			
7. <b>Current date and time</b> on the touch screen. Access instrument Settings and update if necessary – or to contact the POCT Technologist.			
8. <b>Perform Daily Quality Control</b> testing. Document on Result Record Form.			
9. <b>Perform Monthly Quality Control</b> testing. Document on Result Record Form.			
10. <b>Review QC results</b> and attempts corrective action when QC is out of range. Documents any action taken onto the Daily Result Record Form.			
11. <b>Perform a Patient Test.</b>			
12. <b>Patient identification</b> and confirmation on Patient Requisition.			
13. <b>Performs skin puncture</b> at the correct puncture site with approved lancet device. Wipes first drop of blood from puncture site.			
14. <b>Applies sample from 2<sup>nd</sup> drop of patient whole blood</b> into the Glass Capillary (1uL). Wipes capillary tip free of residual patient sample. Inserts capillary application tip correctly into the test cartridge.			
15. <b>Inserts HA1c test cartridge</b> into and removes from the DCA Vantage instrument.			
16. <b>Enters Patient ID and Patient name</b> - manual or barcode entry.			
17. <b>Enters Operator ID</b> - manual or barcode entry.			
18. <b>Sequence to reporting the patient result:</b> <ul style="list-style-type: none"> <li>• Date, time and Operator ID onto the Daily Record Form.</li> <li>• Date, time and Operator Initials onto the patient requisition.</li> <li>• Accepting the result and then printing the result from the DCA Vantage.</li> </ul>			
19. <b>Daily transport to Laboratory for entry into the LIS</b> - Record Form with QC and Patient Results, attached printed tape, Patient requisitions.			
20. <b>Instrument external cleaning.</b>			
21. <b>Quarterly instrument maintenance</b> - POCT technologist			
22. <b>Instrument troubleshooting process</b> - contact the POCT technologist.			
23. <b>Standard/universal precautions</b> when performing testing.			
24. <b>Disposal</b> of bio-hazardous material according to hospital protocol.			

## REVISION & APPROVAL LOG

Version	Revision Type	Description of Change	Revision Date	Technical Approval	Medical Approval
1.0		New document	31 Dec 2013	Elvira Kozak	Dr. Cathy Halstead
1.1	Minor	Document title and number change. Upload to QMS document control	28 Dec 2016		Dr. Benjamin Jung

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