Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration: Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course handouts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section A: Individual user information

I UNDERSTAND THAT SHOULD I HAVE ANY PHYSICAL PROBLEM OR HEALTH CONDITION THAT MAY PLACE MYSELF OR MY COLLEAGUES AT RISK, I SHOULD INFORM THE TRAINER.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Print name** | **Job title** | **Workplace** | **Signature** | **Line manager** |
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**Signature of trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Example of initials: \_\_\_\_\_\_\_\_\_**

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*Please add additional boxes to list each of the required training components and number accordingly.*

|  |  |  |  |
| --- | --- | --- | --- |
| Training element | | Trainer sign | Trainer comments |
| **B. Situations when it is unsafe to use the device** | | | |
| B1 | Passwords must NEVER be shared to ensure untrained staff do not use the analyser. Sharing passwords is against MTW IG and POCT Policies; all actions can be traced to individual access codes. |  |  |
| **C. Contra-indications** | | | |
| C1 | ONLY heparinised syringes or capillaries should be used. Never decant a sample, no matter how quickly as gas results are immediately impacted and micro clots may form |  |  |
| C2 | Understands interferences & limitations e.g. samples not to be taken from a drip arm, correct mixing of samples. |  |  |
| C3 | Haemolysis cannot be seen in whole blood samples and if present may cause inappropriately high potassium results. |  |  |
| **D. Hazards and cautions** | | | |
| D1 | Users should conform to Trust infection control policies at all times |  |  |
| D2 | Dispose of needles into sharps bins |  |  |
| D3 | Dispose of samples in clinical waste |  |  |
| **E. Pre-user checks** | | | |
| E1 | Patient ID must be confirmed prior to collecting any sample |  |  |
| E2 | Wash your own hands and put on gloves prior to testing a patient |  |  |
| E3 | Loading printer paper |  |  |
| **F. Training elements** | | | |
| F1 | Samples must be well mixed and must not contain any air bubbles |  |  |
| F2 | Know what is required to produce a quality results |  |  |
| F3 | Take appropriate blood volumes  Heparin concentrations of more than 15 IU/mL can cause binding of Ca2+ Na+ and K+ which may lead to lower than true results |  |  |
| F4 | An awareness of how a time delay will affect results |  |  |
| F5 | Presenting both syringe and capillary samples for analysis |  |  |
| F6 | Results are displayed following entry of patient demographics |  |  |
| F7 | Patient identity can be entered either via scanning their hospital number barcode label or manually entered via the screen keyboard. |  |  |
| F8 | Be aware of the difference between measured, temperature corrected an derived results |  |  |
| F9 | Results should be reported and acted on promptly in accordance with departmental procedures |  |  |
| F10 | All GEM analysers have intelligent Quality Management (iQM2) therefore no manual intervention of QC testing is required |  |  |
| **G. Process for cleaning** | | | |
| G1 | Gently clean the exterior of the meter with a damp cloth or with chlorine based wipes e.g Clinell |  |  |
|  | Avoid contaminating the probe or luer port with cleaning materials, use only water in these areas |  |  |
|  | Remove cleaning residues from the screen to maintain responsiveness |  |  |
| **H. Process for reporting faults, failures, defects** | | | |
| H1 | If the analyser is faulty contact EME with the asset number of the device |  |  |
| **I. Process for reporting incidents/adverse events** | | | |
| I1 | Retain and quarantine the devices and all other items involved in the incident, including accessories and consumables |  |  |
| I2 | Complete a Trust electronic incident report |  |  |
| I3 | Report incident to EME Services, follow steps in section H |  |  |

Following delivery of training, the completed training record should be sent to Learning and Development, for recording on the Trust training database.