

EXAMPLE Rapid Syphilis Health Check (SHC) Employee Annual Competency

NAME: _____

DATE: _____

Evaluation	Completed	Not Completed
1. Validated test kit was appropriate for use (read expiration date, checked packaging).		
2. Ran external controls according to schedule.		
3. Accurately discussed syphilis testing and treatment history with the patient and how that can influence the test results.		
4. Proper sample was collected.		
5. Proper testing technique was used.		
6. Knows the period for reading the test.		
7. Test was read at the appropriate time.		
8. Test result was interpreted correctly.		
9. Documented storage and testing temperatures according to protocol.		
For Reactive Results		
10. Performed appropriate follow-up activities.		
11. Explained Public Health Follow-up.		
12. Made appropriate referrals for additional testing or clinical services.		

ASSESSMENT (check one): SATISFACTORY _____ REQUIRES ADDITIONAL TRAINING: _____

Comments/feedback given: _____

Examiner Signature: _____ Date: _____

This competency evaluation is to be completed annually.