

Competency and Experience Declaration

This form should be completed by the applicant’s supervisor and scanned and uploaded with their application for Certification.

This represents an initial confirmation of competence as required under ISO 15189, ISO/IEC 17043 or the relevant certifying body (e.g. the RTAC code of practice).

I declare that I have assessed the competency as per the checklist below

OR, if the individual is not working in a direct laboratory role,

I declare that I have assessed their competency against their role and position description within the last 12 months and that they demonstrate safe and ethical practice.

I understand I may be asked to provide records of the assessment by the Council.

I also declare they have a minimum of 2 years relevant recent experience, (5 years’ experience for Clinical Scientists), as required for certification by the Council.

Employee name:

Generic Annual Competency assessment

Methods of assessment:

- a) direct observation of routine work processes and procedures, including all applicable safety practices
- b) direct observation of equipment maintenance and function checks;
- c) monitoring the recording and reporting of examination results;
- d) review of work records;
- e) assessment of problem solving skills;
- f) examination of specially provided samples, such as previously examined samples, inter-laboratory comparison materials or split samples

1. Safe Work Practice	Method of assessment
Conducts professional practice according to established protocols, and safety guidelines.	
2. Data and Specimen Collection and Handling	
Ensures that appropriate specimens are collected and handled according to established protocols.	
3. Analytical Processes	
Understands the principles and performs analytical techniques and assesses results	

4. Interpretation and Reporting of Results	
Uses scientific knowledge and skills to interpret, document and report laboratory results.	
5. Quality Management	
Practices and promotes the principles of quality management	
6. Critical Thinking	
Constructively investigate, evaluate and problem solve.	
7. Communication and Interaction	
Has good communication with patients/clients and other health care professionals	
8. Professional Practice	
Demonstrates professional responsibility, accountability, and professional development.	

Assessment performed on:

Assessment performed by:

Position:

Signed