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**Practical Examination - Direct Observation Checklist**

*(For Use while observing client testing)*

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name of Tester** |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name of Evaluator** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Provider Certification Number** |  |  |
| \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Last Training Date** |  | **Date Direct Observation was Conducted** |

**Scoring Criteria**

**1 = Step performed correctly; 0 = Step incorrectly performed or skipped; N/A= Not applicable**

| **Steps to be observed (Evaluator to score each step observed)** | | **Score** | **Comments** |
| --- | --- | --- | --- |
| 1 | Followed all safety precautions (i.e., *lab coat, apron, gloves, etc…*)? |  |  |
| 2 | Cleaned/Disinfected the working area |  |  |
| 3 | Assemble all required supplies (*i.e.,* *cotton wool, alcohol, gauze, lancet, plaster, biohazard and sharps container, appropriate PPE, test kits*)? |  |  |
| 4 | Correct test kit identified for use  ***Note: Verify if the correct HIV RT kit is being used. If the national algorithm is not being followed; stop the examination*** |  |  |
| 5 | Check and record expiry date of test kits and buffer  ***Note: Verify if the HIV RT kit lot is within the expiration date. If it has expired; stop the examination*** |  |  |
| 6 | Identify client correct information is documented  *(i.e.,* *client ID, gender, date of birth( if applicable*)) |  |  |
| 7 | Correctly explain finger stick blood collection process to be performed to the client |  |  |
| 8 | Explain the HIV RT to be performed to the client |  |  |
| 9 | Write client’s name/ID on test device? |  |  |
| 10 | Check client’s hand and correct finger is selected for finger prick procedure *( i.e., 3rd or 4th finger)* |  |  |
| 11 | Pre-set timer |  |  |
| 12 | Apply correct finger-prick technique (*i.e., proper placement of lancet, pricked finger at target site correctly, wiped first drop of blood*) |  |  |
| 13 | Collect correct sample volume (*appropriate test kit specimen collection device used correctly*) |  |  |
| 14 | Dispose of lancets, gloves, wrappers, alcohol swab and desiccant in the appropriate biohazard containers? |  |  |
| 15 | Test 1 -->Use correct Sample Volume |  |  |
| 16 | Test 1 -->Use correct Buffer Volume |  |  |
| 17 | Place blood in buffer and start timer *(i.e. time tracking device)* |  |  |
| 18 | Test 1 -->Use correct Wait Time |  |  |
| 19 | Correctly follow national testing algorithm |  |  |
| 20 | Refer to SOP or Job aides while performing tests |  |  |
| 21 | Test 1 -->Use correct result interpretation/documentation *(i.e., reactive, non-reactive or invalid)* |  |  |
| 22 | Final result-->Correctly identify non-reactive samples and document the test result for **them as negative***.*  *(Score 1 point for each panel sample with correct result)* |  |  |
| 23 | Correctly identify and document reactive and invalid samples needed for test 2 |  |  |
| 24 | Pre-set timer |  |  |
| 25 | Test 2 -->Use correct Sample Volume |  |  |
| 26 | Test 2 -->Use correct Buffer Volume |  |  |
| 27 | Test 2 -->Start timer |  |  |
| 28 | Test 2 -->Use correct Wait Time |  |  |
| 29 | Correctly follow national testing algorithm |  |  |
| 30 | Refer to SOP or Job aides while performing tests |  |  |
| 31 | Test 2 -->Use correct result interpretation/documentation *(i.e., reactive, non-reactive or invalid)* |  |  |
| 32 | Final result-->Correctly identify and document the test result for **each** samples tested (*i.e., positive or indeterminate)*  *(Score 1 point for each panel sample with correct result)* |  |  |
| 33 | Record results in HIV testing logbook correctly |  |  |
| 34 | Cleaned work space and dispose of biohazard waste (*gloves, wrappers, alcohol swab and desiccant)* properly? |  |  |
| **Total Points** | |  |  |

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| **Direct Observation score: (…………/ 34)\* 100 = …………………%**  [*Indicate the score obtained for the direct observation by the provider]*  *For example if the provider got all of the direct observation questions correct results are correct, then score 100%*  **Sample Testing score (Client): …………%**  *[Indicate the score obtained for the client samples by the provider]*  *For example if the practical exam include 6 samples to be tested and all client sample test results are correct, then score 100% (=6/6\*100). If only 2 samples results are correct score 33% (=2/6\*100]*  **Final Practical Examination score: ............%**  *[Indicate the average score received by the provider for the direct observation and client sample testing]*  *For example if the provider scored 70% for direct observation and 100% for client sample testing. The average score will be 85% (70%+100%/2)*  *To be considered competent, the provider has to score 100% for the client sample testing and at least 90% for direct observation sections of the exam****.***  **Overall Comments:**  *(Document whether the provider demonstrated competency and indicate areas of improvement if any)*  **Remedial** **Action** *(if applicable):* |
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**Date Examination completed: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ Tester Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**