

## Direct Observation Documentation

<b>Employee Name</b>		
<b>Objective:</b>		
Correctly perform occult blood testing following the Hemocult procedure.		
<b>Instructions to Employee:</b>		
Read the Hemocult procedure and schedule the following direct observation competency assessment with a technical specialist. Your competence will be judged on the basis of how well you follow the procedure as it appears in the procedure manual. If the evaluation of your performance is unsatisfactory, you will be given instructions for corrective action.		
<b>Instructions to the Observer:</b>		
Observe the above named employee in the performance of the indicated procedure. Directly observe the employee perform each step of the procedure as listed in the table below. For each step of the procedure which conforms to the Hemocult procedure, place a check mark in the YES column. If any step in the procedure is performed incorrectly, place a check mark in the NO column. If all YES boxes are checked, mark the Satisfactory box and sign and date the form. If a NO box is checked, mark the Unsatisfactory box and describe the corrective action necessary to obtain a satisfactory rating. Place your name, title, and date on the line at the bottom of this form. Ask the employee to sign and date the form and submit to their manager or director.		
<b>Steps</b>	<b>Yes</b>	<b>No</b>
Opens back of slide		
Applies 2 drops of correct developer over each smear		
Applies 1 drop of correct developer between + and - internal controls		
Correctly reads patient and control results within 60 seconds		
Correctly records slide lot #, expiration date on hemocult log		
Correctly records developer lot # and expiration date on hemocult log		
Correctly records patient and control results on hemocult log		
<b>Evaluation of competence</b>		
<input type="checkbox"/> <b>Satisfactory</b>		
<input type="checkbox"/> <b>Unsatisfactory</b>		
<b>Corrective Action/Comments:</b>		
<b>Observed by</b>	<b>Title</b>	<b>Date</b>
<b>Reviewed by Employee</b>	<b>Date</b>	