

Test Authorization for Laboratory Employees

Procedure: All Laboratory Personnel will be authorized before using any laboratory tests equipment.

A. Testing Guidelines

All employees completing waived or non-waived testing must be authorized and able to show proficiency in the tests used in their area.

1. Employee Test Authorization for non-waived testing will be completed by the Technical Consultant or the Laboratory Director.
2. Employee Testing for waived tests will be completed by the Technical Consultant
3. All testing must include the required six criteria for testing noted in the CLIA State Operations Manual. Section 493.1413
4. All testing will be documented appropriately for new employees upon hire, in 6 months and then annually.
5. Current employees who have been with the Agency for a year will be tested annually.
6. Testing forms utilizing CLIA's six criteria are included in Appendix I.