

Competency and Experience Declaration

Employee Name:

Employee Position Title:

Certification level:

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.

AND

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.

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	Method of Assessment
Ensures that appropriate specimens are collected and handled according to established protocols.	
3. Analytical Processes	Method of Assessment
Understands the principles and performs analytical techniques and assesses results.	
4. Interpretation and Reporting of Results	Method of Assessment
Uses scientific knowledge and skills to interpret, document and report laboratory results.	
5. Quality Management	Method of Assessment
Practices and promotes the principles of quality management.	
6. Critical Thinking	Method of Assessment
Constructively investigate, evaluate and problem solve.	
7. Communication and Interaction	Method of Assessment
Has good communication with patients/clients and other health care professionals.	
8. Professional Practice	Method of Assessment
Demonstrates professional responsibility, accountability, and professional development.	

Assessment performed by:

Assessors Position:

Assessors Signature:

Date: