MEDTOX®*Scan* Rapid Drugs of Abuse Testing System

Training Checklist

Trainee Name: _____   Training Date(s): _____

Set-Up	Discussed	Observed	Trainer	Trainee
• Printer Connection				
• Bar Code Scanner Connection				
• Printer Power Source Connection				
• MEDTOX*Scan* Power ON				
• Set Time and Date				
• Set Auto Print				
• Default Settings				
• Network Setup (If LIS is being used)				
Operation	Discussed	Observed	Trainer	Trainee
• Power On (Recommend leaving ON)				
• Printing results (include re-printing results)				
• Running Test				
• Recall Results				
• Clear History				
• Use of 'Menu' Button to Navigate Options				
Quality Control	Discussed	Observed	Trainer	Trainee
• Frequency of running MEDTOX*Scan* External QC				
• Running MEDTOX*Scan* External LIQUID QC				
• Use of Negative & Positive TEST Cassette				
• TEST Cassette Procedure (Locate in User Manual)				
• Review of MEDTOXScan External Liquid QC Product Insert (Storage, Analytes, etc.)				
Maintenance and Troubleshooting	Discussed	Observed	Trainer	Trainee
• Routine Maintenance and Cleaning				
• Troubleshooting – Where to locate Troubleshooting and Error Message sections				
• Cleaning Cassette				
• Auto Contamination Detection				
• Printer error Light/Changing Printer Paper				
• Managing File Storage (Deleting Old Files)				

** The 'Trainer' and 'Trainee' columns are to be initialed upon completion of each training task.
**Certain training items may be discussion items only (i.e. Frequency of running MEDTOX*Scan* External QC).

09-25-2012

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Ancillary Items Check	Discussed	Observed	Trainer	Trainee
• Minipet Pipette				
• De-tipper Bottle				
• Extra Rolls of Printer Paper				
Administering Test	Discussed	Observed	Trainer	Trainee
• Proper Device Temperature				
• Proper Specimen Temperature				
• Sample ID / Do not place labels on Device				
• Pipette using Minipet (75µL)				
• Wipe away urine droplets from device				
• Ejecting Drawer				
• Placing Profile V Device in Tray				
• Entering Lot # using Bar Code Scanner				
• Entering Lot # with Manual Entry				
• Entering User ID using Bar Code Scanner				
• Entering User ID with Manual Entry				
• Entering Specimen ID using Bar Code Scanner				
• Entering Specimen ID with Manual Entry				
• Reading Screen Results				
• Presumptive Positive Screens – confirmation recommended by alternate more definitive methods like GC/MS or LC/MS/MS				
Location of Important Documents/Documentation	Discussed	Observed	Trainer	Trainee
• MEDTOX*Scan* Reader Manual				
• Citizen Printer Manual				
• Symbol Bar Code Scanner Manual				
• MEDTOX*Scan Profile V* Product Insert				
• MEDTOX*Scan* QC Cassette Product Insert				
• MEDTOX*Scan* External Liquid QC Product Insert				
• Validation Documentation				
• Cross Reactivity Section Product Insert ~pg 8				
• Common Cross Reactants Document				

Trainer: _____ _____
        Print Name   **Signature**

Title/Position: _____