

Internal QA Test Case Validation Checklist

Diagnostic labs & pathology

5.1 PERSONNEL

Are educational qualifications, professional experience, and related HR records maintained for all staff?

☐ Yes☐ No☐ NA

Is an updated Job Description (JD) available for each employee with HR?

☐ Yes☐ No☐ NA

Does HR maintain the joining letter with employee's Ethics & Patient Confidentiality declaration?

☐ Yes☐ No☐ NA

Are induction training records documented for every new hire?

☐ Yes☐ No☐ NA

Is training on sample accession documented for all staff?

☐ Yes☐ No☐ NA

Is on-the-job/departmental training record maintained for staff?

☐ Yes☐ No☐ NA

Is LIS (Laboratory Information System) training record maintained for all employees?

☐ Yes☐ No☐ NA

Has QMS (Quality Management System) training been conducted for all staff?

Yes

No

NA

Are company-issued certificates of instrument-specific training available for relevant staff?

Yes

No

NA

Is instrument-specific competency documentation available for all staff?

Yes

No

NA

Are competency assessments for new joiners conducted after one month of joining?

Yes

No

NA

Is practical competency of new joiners evaluated and recorded after one month?

Yes

No

NA

Is direct observation of new joiners recorded after 6 months of joining?

Yes

No

NA

Is 6-month competency record maintained for new employees?

Yes

No

NA

Is annual competency assessment available for all staff?

Yes

No

NA

Is annual practical competency record maintained for all staff?

Yes

No

NA

Is annual direct observation record available for staff?

Yes

No

NA

Are competency assessments for new pathologists documented?

Yes

No

NA

Is annual competency record maintained for all pathologists?

Yes

No

NA

Is an updated training checklist available for all pathologists?

Yes

No

NA

Have technicians with more than 2 years of service completed CAP competency, with certificates filed?

Yes

No

NA

Are CAP competency Q&A hard copies filed for new staff?

Yes

No

NA

Have staff enrolled in CAP learning/error case studies, with certificates recorded?

Yes

No

NA

Have phlebotomists completed Upside LMS e-learning modules, with records maintained?

Yes

No

NA

Is annual safety training record available for all staff?

☐ Yes☐ No☐ NA

Are retraining records maintained for staff deemed non-competent?

☐ Yes☐ No☐ NA

Is vision (color discrimination) testing done for staff whose work requires it?

☐ Yes☐ No☐ NA

Is annual health check-up done for microbiology and molecular staff?

☐ Yes☐ No☐ NA

Is Hepatitis B immunization documented for all staff (individual & summary)?

☐ Yes☐ No☐ NA

Is COVID vaccination record available for all employees?

☐ Yes☐ No☐ NA

Is Tetanus immunization record available for all employees?

☐ Yes☐ No☐ NA

Is CME (minimum 2 per month with questionnaire/QA mail) record available?

☐ Yes☐ No☐ NA

Is the circular file with Read & Understood signatures available for all staff?

☐ Yes☐ No☐ NA

Are records of accidents and occupational hazard exposures maintained?

Yes

No

NA

Are technicians trained in microscopy?

Yes

No

NA

Is competency assessment for microscopy training of technicians documented?

Yes

No

NA