Competency Checklist

Date: [ ]
Employee Name: [ ]
Preceptor/Evaluator’s Name: [ ]
Competency: Specimen Collection – Stool

INDICATORS OF PERFORMANCE LEVEL SUMMARY

<table>
<thead>
<tr>
<th>How Met</th>
<th>Level of Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Direct Observation/Return Demonstration</td>
</tr>
<tr>
<td>V</td>
<td>Verbalization/Discussion</td>
</tr>
<tr>
<td>T</td>
<td>Test</td>
</tr>
<tr>
<td>NA</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

If overall performance or competency is rated below the minimum competency level of 2, that performance or competency must be reassessed within 30 days of this review.

The employee demonstrates skills and competence in the following:

- Gather all necessary supplies including
  - Plastic container with covers
  - Label for container
  - Tongue blade
  - Clean bedpan or bedside commode
  - Clean gloves
- Introduce self, identify patient with ID band and explain procedure
- Follow standard precautions, washes hands according to CDC guidelines, wears gloves
- Ask patient to void to prevent contamination of specimen
- Assist client to use either bedpan or bedside commode if patient voids
- Provide privacy until client has passed stool
- Help the client to clean perineum if necessary
- Use tongue blade to obtain and place a small portion (2 teaspoons) of the formed stools in plastic container
- Discard remaining stool and clean bedpan or bedside commode
- Label container and place it in biohazard bag
- Remove gloves and wash hands
- Take specimen to laboratory immediately

☐ Employee is competent to perform the above tasks independently and without supervision

☐ Employee’s level of competence is below 2. Reassess competency on: ____________________________

Employee’s Signature: ____________________________
Evaluator’s Signature: ____________________________