

### Competency Checklist

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Preceptor/Evaluator's Name</b>	
<b>Competency:</b>	<b>Specimen Collection – Sputum</b>

#### INDICATORS OF PERFORMANCE LEVEL SUMMARY

How Met		Level of Competency	
O	Direct Observation/Return Demonstration	1	Below expected standards
V	Verbalization/Discussion	2	Fully meets standards
T	Test	3	Well above standards. May precept peers
NA	Not applicable		

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:	How Met	Level of Competency 1 2 3	Evaluated by:
<b>Goal:</b>			
A. Gather Equipment/Supplies: - Sputum specimen container and label - Biohazard bag for delivery of specimen to laboratory - Tissues - Clean gloves - Mask and gown			
B. Identify client with two forms of ID			
C. Perform hand hygiene			
D. Provide privacy			
E. Place client in sitting position			
F. Explain procedure and rationale to client			
G. Have client rinse mouth before coughing to remove any oral contaminants			
H. Don clean gloves, mask and gown if client requires assistance with procedure			
I. Instruct client to breathe in and out deeply 2 to 4 times. Then give a series of low, deep coughs to raise sputum rather than saliva			
J. Obtain 1-2 teaspoons of sputum in container, close and seal lid			
K. Follow directions on specimen container to complete closing system			
L. Label specimen tube directly and place in biohazard transport bag			
M. If client is unable to produce sputum specimen assist client by placing palms of your hands or a rolled pillow			
N. Remove gloves, gown and mask and perform hand hygiene			
O. Evaluate client's status after the procedure			
P. Deliver sputum to the laboratory within 30 minutes after collection			

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	