

Trainee Name: _____

Training Coordinator: _____

ROUTINE DUTIES (INCLUDES SAFETY)

Each section in the chart below must be initialed and dated by the training coordinator. If any task is not completed, this must be explained in the training file and approved by the Program Manager.

TASK	BEGIN DATE	PRACTICAL EXERCISES	COMPLETE DATE	COMMENTS
Safety:				
Bloodborne Pathogen Training Course				
Chemical Hygiene Training Course				
Reading of VA DFS Safety Manual				
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Reagent Preparation				Dating & Initialing in COMPLETE DATE on this row qualifies the trainee to perform Reagent Preparation Independently.
Observation:		≥ 2		
1				
2				
Extra?				
Performance (Competency Set):		≥ 3		
1				
2				
3				
Extra?				
Quality Control/Maintenance of Equipment:	Dating & Initialing in the Complete Date column below qualifies the trainee to perform QC/maintenance independently on the type of equipment named in that row.			
ABAcad® p30 Test Cards				
Autoclave				
Balances				
Centrifuges				

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ROUTINE DUTIES (INCLUDES SAFETY)

TASK	BEGIN DATE	PRACTICAL EXERCISES	COMPLETE DATE	COMMENTS
Quality Control/Maintenance of Equipment (Continued):	Dating & Initialing in the Complete Date column below qualifies the trainee to perform QC/maintenance independently on the type of equipment named in that row.			
DNA Concentrator/Evaporator				
Heat Blocks				
Incubators/Ovens				
Pipettes				
Refrigerators/Freezers				
Thermal Cyclers				
Thermometers				
Type I H ₂ O System				
Other:				
Other:				
Other:				
VIRGINIA DEPARTMENT OF FORENSIC SCIENCE				
Amplification Set Up for PCR Kit QC:	Dating & Initialing for both observed and performed below qualifies the trainee to perform QC independently on the type of PCR Kit named in that row.			
PowerPlex® Fusion			Observed _____ Performed _____	
AmpFℓSTR® Yfiler™			Observed _____ Performed _____	
Other:			Observed _____ Performed _____	
Amplification Set Up for NIST SRM/NIST Traceable Samples	Dating & Initialing for both observed & performed qualifies the trainee to perform this task independently		Observed _____ Performed _____	

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ROUTINE DUTIES (INCLUDES SAFETY)

TASK	BEGIN DATE	PRACTICAL EXERCISES	COMPLETE DATE	COMMENTS
Internal Lane Standards QC:	Date & Initials for both observed and performed below qualify the trainee to perform QC independently on the type of PCR Kit named in that row.			
WEN ILS 500			Observed _____ Performed _____	
GeneScan™ 600 Liz®			Observed _____ Performed _____	
Other:			Observed _____ Performed _____	
Fixing and Staining Smears (observation):				
Fixing and Staining Smears (Performance):	Dating & Initialing for fabricated and evidence smear qualifies the trainee to perform this task independently		Fabricated smear _____ Evidence smear _____	
Additional Training Tasks:				