

## Michigan WIC Lab Competency Checklist

WIC Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Clinical Skill	Met	Not Met	Notes / Recommendations
Ask if the client has a bleeding disorder, medical condition that would contraindicate testing or latex allergy (only if latex products are used)			
Request that clients be seated			
Sanitize/Wash hands before gloving			
Check for cold hands, warm hands as needed			
Assemble testing supplies on a fresh drape/tissue for each client			
Check expiration date of cuvettes (date printed on vial)			
Remove only one cuvette for immediate use with gloved hand (prior to opening or handling alcohol)			
Close vial			
Use the middle or ring finger for sampling			
Ensure that hand used for finger stick is relaxed			
Prime the site			
Clean site with alcohol and cotton ball/gauze or prep pad			
Dry site with gauze or allow site to air dry completely			
Maintain pressure on the fingertip when performing the finger stick			
Position and activate the lancet correctly not pulling away too quickly			
Wipe away 2-3 large drops of blood			
Position the cuvette properly			
Fill the cuvette in one continuous motion			
Wipe cuvette sides and check for air bubbles			
Insert filled cuvette into Hb 301 HemoCue analyzer within 40 seconds			
Apply piece of gauze or adhesive bandage to the puncture site			
Ask authorized person to monitor the child if a bandage is applied to prevent choking			
Dispose of lancet and cuvette in appropriate container			
Sanitize/wash hands after removing gloves			
Knowledge	Met	Not Met	Notes / Recommendations
Daily documentation of self-test for the HemoCue analyzer			
Procedure for running weekly liquid controls			
Retention of lab data sheets			
Procedure and age for using heel stick			
Analyzer cleaning schedule			
Local agency criteria for retesting			
Using referral data, does it reflect categorical status and meet screening schedule requirements for client category?			
Location of printed MDHHS/WIC Laboratory Manual or do staff know how to access from the MDHHS/WIC website			

Assessment administrated by: \_\_\_\_\_ Title: \_\_\_\_\_