

C - Supervisor Competency Assessment Checklist

Element	Operator must understand the rationale and procedural task	Trainee	Supervisor
1. Site preparation	1.1. Prepares necessary equipment and supplies 1.2. Supplies and inventory are adequate for site 1.3. Checks expiry dates of tests and accessories 1.4. Ensures test and supply inventory is managed and records maintained	<input type="checkbox"/>	<input type="checkbox"/>
2. Workplace safety	2.1. Site design is fit for purpose 2.2. Privacy aspects are adequate 2.3. Understands site workflow 2.4. Hand washing / sanitising between clients 2.5. No eating, drinking, smoking permitted on site 2.6. Personal protective equipment 2.7. Workplace (surface and waste) decontamination procedures 2.8. Disinfectant management/preparation procedures 2.9. Accident/incident reporting 2.10. Site emergency procedures (fire, evacuation) 2.11. Waste disposal procedures (for clinical waste)	<input type="checkbox"/>	<input type="checkbox"/>
3. Worker/student consultation	3.1. Welcomes individual 3.2. Introduces self and designation 3.3. Checks correct client information	<input type="checkbox"/>	<input type="checkbox"/>
4. Communication	4.1. Communicates effectively 4.2. Uses pleasant and respectful manner, uses language appropriate to client's level of understanding, uses open body language	<input type="checkbox"/>	<input type="checkbox"/>
5. Professional conduct	5.1. Understands and operates within the professional conduct of the responsible service 5.2. Maintains professional boundaries and does not disclose personal information - maintains client confidentiality 5.3. Maintains a professional and friendly demeanour	<input type="checkbox"/>	<input type="checkbox"/>
6. Immediate management plan – performance of test	6.1. Offers rapid antigen test 6.2. Validates test overall result 6.3. Completes Result Worksheet 6.4. Arranges ongoing management – where applicable	<input type="checkbox"/>	<input type="checkbox"/>