In the table below, mark the number of activities (ex. 1, 2, 3) next to each activity you have completed. The minimal activity requirements for each category for each level are described below.

Include written examples or details in the bullets below the activity descriptions listed on the following pages. If something you have done is not included in the list, add it in the “Other” section.

Once you have accounted for all of your activities, delete the description/examples that do not apply to you.

**Activity Requirements:**

Below are the activity requirements for all disciplines. These are minimum expectations for each level and are used for attainment and maintenance of each level. There is no substitution of categories. Activities in bold are level four (4) activities.

|  |  |  |
| --- | --- | --- |
| CATEGORY | Level III6 required activities: 1 in each of the 4 categories, and 2 additional activities | Level IV4 required activities: at least 1 in each category |
| Technical Ops |  |  |
| Process/QI |   |   |
| Professionalism/Leadership |  |   |
| Education/Teaching |   |  |
| TOTAL |   |  |

Circle: Level I II III IV

Circle Discipline Medical Lab Scientist

 Cytotechnologist

 Histotechnologist

 Cytogenetic Technologist

Technical OpERATIONs: Demonstrated ability to perform testing and tasks with consistent, timely and accurate results, according to department policies and procedures.

\_\_\_\_\_ Obtain and demonstrate expertise in sub-specialty areas/instruments

* + Examples:

\_\_\_\_\_ Participates in clinical trials/beta testing (intermittent)

* + Examples:

\_\_\_\_\_ Participates in test/validations, research and development protocols

* + Examples:

\_\_\_\_\_Provide expert training for test method/instrument

* + Examples:

\_\_\_\_\_Perform activities on benches outside of normal job requirements

* + Examples:

\_\_\_\_\_Demonstrates expertise in LIS and instrument software systems, trouble shoot common and uncommon issues, and train new employees and students.

* + Examples:

**\_\_\_\_\_ \* Demonstrate ability to design and write reagent, instrument validations and test SOPs**

* + Examples:

**\_\_\_\_\_ \* Obtain Management of supplies to meet budget, cost effective use of resources and fully support clinical operations**

* + Examples:

**\_\_\_\_\_ \* Design, write and implement test/validations, research and development methods**

* + Examples

**\_\_\_\_\_ \* Develop training tools and provide expert training for test method/instrument**

* + Examples:

\_\_\_\_\_ \***Super User for LIS and instrument software systems, assist with interface development, installation, and upgrades.  Creates and monitors training for new employees and students.**

\_\_\_\_\_ Other Activities

\_\_\_\_\_ TOTAL Activities

Process/QUALITY IMPROVEMENT: Activities that enhance performance in compliance, proficiency and patient/employee safety while supporting a culture of continuous improvement

\_\_\_\_\_ Participates as a member in quality improvement projects

* + Example:

\_\_\_\_\_ Responsible for ensuring compliance with assigned accreditation standards

* + Example:

\_\_\_\_\_ Serve as Safety Officer for your section

* + Example:

\_\_\_\_\_ Participate as a member on cross-functional task teams

* + Example:

\_\_\_\_\_ Investigate and recommend corrective action of VERITAS report

* + Example:

\_\_\_\_\_Participate as a member of quality audit team

* Example:

\_\_\_\_\_ Participate as an inspector in mock inspections

* Example:

\_\_\_\_\_ Develop and implement “Learner Boards”

* Example:

**\_\_\_\_\_ \* Lead quality improvement projects**

* + Examples:

**\_\_\_\_\_ \* Lead cross functional task teams**

* + Examples:

**\_\_\_\_\_ \* Lead a quality audit team**

* + Examples:

**\_\_\_\_\_ \* Lead a mock inspection**

* + Examples:

**\_\_\_\_\_ \* Participate in lab inspections**

* + Examples:

**\_\_\_\_\_ \* Develop and implement quality policies**

* + Examples:

**\_\_\_\_\_ \* Act as a lead contact with inspectors from regulatory agencies**

* + Examples:

**\_\_\_\_\_ \* Act as an inspector in dealing with regulatory agencies**

* + Examples:

\_\_\_\_\_ Other Activities

\_\_\_\_\_ TOTAL Activities

Professionalism & Leadership: Process of continuing professional development beyond the formal training required for technical proficiency. Professional development improves the capabilities of others to provide safe, high quality and efficient results for patient care. Demonstrated ability to constructively engage others in an efficient and effective process to achieve common goals.

\_\_\_\_\_ Specialty certification (primarily for outside hires with many years of experience)

* + Examples:

\_\_\_\_\_ Team member of professional project

* + Examples:

\_\_\_\_\_ Attend meeting of a relevant association (6 hours)

* + Example:

\_\_\_\_\_ Active participant in department committee.

* + Example:

\_\_\_\_\_ Improves expertise of others through coaching and mentoring

* + Example:

\_\_\_\_\_ Problem-solving: resolves problems and conflicts independently

* + Example:

\_\_\_\_\_ Represented as an author for a poster or abstract

* + Example:

\_\_\_\_\_ Involvement in Professional Organizations: assumes responsibilities and is asked to provide leadership within professional groups

* + Example:

**\_\_\_\_\_ \* Consistently improves expertise of others through coaching and mentoring**

* + Example:

**\_\_\_\_\_ \* Involvement in Professional Organization: serves in a leadership capacity in a** **professional organization (elected officer, chair of a committee, member of a program committee** **or a resource panel of experts)**

* + Example:

**\_\_\_\_\_ \* Committee – facilitates a primary work area committee other than focus team/CQI** **project**

* + Example:

**\_\_\_\_\_ \* Professional presentation at national/regional/state/local meeting/conference**

* + Example:

**\_\_\_\_\_ \* Submits article for publication or has article published**

* + Example:

**\_\_\_\_\_ \* Participates in advisory boards/collaborative groups outside of Vanderbilt specific to** **clinical profession**

* + Example:

**\_\_\_\_\_ \* Problem-solving: is considered a resource in conflict resolution, negotiation and** **problem-solving within the department**

* + Example:

**\_\_\_\_\_ \* Internal collaboration: coordinates and implements activities aimed at ensuring collaboration and cooperation between groups; is considered a resource in developing collaborations**

* + Example:

**\_\_\_\_\_ \* Compliance with accreditation standards: coordinates and implements activities to ensure program/department compliance with mandatory and facility accreditation standards**

* + Example:

\_\_\_\_\_ Other Activities

\_\_\_\_\_ TOTAL Activities

Education and Teaching: Improving knowledge base of others by continuing to improve education focused on development to allow access for learning opportunities for all departments

\_\_\_\_\_ Preceptor for students

* Example:

\_\_\_\_\_ Team member of education project

* Example:

\_\_\_\_\_ Guest lectures

* + Example:

\_\_\_\_\_Present a CE

* + Example:

\_\_\_\_\_ Initiates the development and/or revisions of clinical handouts/patient education material for department wide use

* + Example:

\_\_\_\_\_ In-service – delivery to members of primary work area at least 30 minutes or to another Vanderbilt service outside of primary work area (up to 3x for same in-service)

* + Example:

**\_\_\_\_\_ \* Instructor**

* + Example:

**\_\_\_\_\_ \* Resident education**

* + Example:

**\_\_\_\_\_ \* Coordinate a training session and provide training**

* + Example:

\_\_\_\_\_ Other Activities

\_\_\_\_\_ TOTAL Activities

**Affirmation Statement:**

This statement affirms that the contents of this document are true, correct and reflect professional performance. Providing false information may result in disciplinary action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Printed Name

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