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 III  6 required activities: 1 in each of the 4 categories, and 2 additional activities | Level IV  4 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 Technician

Cytotechnician

Histotechnician

Technical OpERATIONs: Demonstrated ability to perform testing’s 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 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:

\_\_\_\_\_ **LIS/LIT**

* + Examples:

**\_\_\_\_\_ \* Write reagent, instrument validations and test SOPs**

* + Examples:

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

* + Examples:

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

* + Examples:

\_\_\_\_\_ 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 on a mock inspection team

* Example:

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

* + Examples:

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

* + Examples:

**\_\_\_\_\_ \* Lead a cross functional task team**

* + Examples:

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

* + 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.

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

* + Examples:

\_\_\_\_\_ Attend meeting of a relevant association (3 hours)

* + Example:

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

* + Example:

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

* + Example:

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

* + 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:

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

* + Example:

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

* + Example:

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

* + Example:

**\_\_\_\_\_ \* Submits article for publication or has article published (not CQI project)**

* + Example:

**\_\_\_\_\_ \* Compliance with accreditation standards: participation in 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 during clinical rotations

* Example:

\_\_\_\_\_ Develops topics for CE, lectures and other educational tools and assists in the creation of the documentation or presentation

* Example:

\_\_\_\_\_ In-service: delivery to members of primary work area at least 30 min or to another Vanderbilt service outside of primary work area (up to3 times for same in-service)

* + Example:

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

* + Example:

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

* + Example:

**\_\_\_\_\_ \* Presents an A/V project for departmental education/in-service/CE (6 times for same in-service)**

* + Example:

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

* + 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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