

WOODLEY EQUIPMENT COMPANY LTD

EPOC TRAINING DOCUMENTATION

Name of Practice:

Address:

Primary Contact:

Phone:

Installation and Training Topics

Name of Trainer:

Name of Trainee:

Date of Training:

The above mentioned trainee has undergone a period of formal training and has demonstrated competence in the following areas:

- | | |
|---|--------------|
| 1. Instrument Overview | YES ✓ |
| a. Host | _____ |
| b. Reader | _____ |
| c. Touch display screen | _____ |
| d. Stylus | _____ |
| e. Card port | _____ |
| f. Power supply | _____ |
| g. Bar code reader | _____ |
| h. Reset button | _____ |
| i. Printer | _____ |
| j. EPOC Data Manager (EDM) Software | _____ |
| 2. Cartridge Storage & Handling | |
| a. Store cards at room temperature 15-30 °C | _____ |
| b. DO NOT refrigerate or freeze | _____ |
| c. Use only until date of expiry | _____ |
| d. Keep cartridge in pouch until time of use | _____ |
| e. DO NOT touch electrodes or blood sample entry port | _____ |
| 3. Sample Collection | |
| a. Importance of correct sample collection and handling | _____ |
| b. ~100ul blood required for analysis | _____ |
| c. Fresh venous, capillary or arterial whole blood | _____ |
| d. Plain or balanced lithium heparin syringes/tubes | _____ |
| e. Perform test immediately to avoid clotting | _____ |
| f. DO NOT use EDTA | _____ |
| g. Use 23 gauge needle when drawing sample | _____ |
| h. Avoid air in sample | _____ |

4. Sample Processing

- a. Switch on Reader & Host _____
- b. Don't place reader on a warm surface _____
- c. Log in to Host _____
- d. Select reader _____
- e. Insert card smoothly but firmly into reader _____
- f. Enter Patient ID _____
- g. Enter patient temp/ventilator settings (optional) _____
- h. Autocalibration begins (165 secs) _____
- i. Take blood sample _____
- j. Sample must be introduced 7 ½ mins after calibration ends _____
- k. Secure syringe tip to sample port _____
- l. Rotate syringe ¼ turn to secure _____
- m. Steadily dispense blood until beep _____
- n. 30 second test time _____
- o. Access, review and print results (2000 stored) _____
- p. DO NOT remove card during analysis _____
- q. Waste disposal _____
- r. Can identify testing errors & take appropriate action _____
- s. Has access to normal reference ranges & acid base chart _____

5. Quality Control

- a. Internal electronic simulation when host connects to reader _____
- b. Inbuilt calibrator in test cards _____
- c. EPOC control material available- levels 1,3 _____
- d. Correct control storage (2-8°C) _____
- e. Expiry date _____
- f. Correct control preparation technique _____
- g. Result interpretation _____
- h. QC recommendations _____
- i. Correct procedure in the event of a control failure _____
- j. Importance of keeping control records _____

6. System Communication and Output

- a. EPOC Host and Reader Bluetooth connection _____
- b. Connection to external Epson TM-P60 Bluetooth printer _____
- c. EPOC Data Management (EDM) _____

7. System Maintenance

- a. Battery 2-4 hours working time _____
- b. Recharge battery when low/at night _____

8. Troubleshooting

- a. Demonstrate basic knowledge of potential sampling problems and analytical errors _____
- b. Troubleshooting accordingly _____

The trainee named above is deemed to be fully competent in the procedures described and able to complete epoc tests

Signed Trainer:

Name in Full:

Signed Trainee:

Name in Full:

Date: