COMPETENCY ASSESSMENT FORM FOR COUNTING COLONIES ON GROWTH MEDIA.

INSTRUCTIONS: Complete a competency assessment form for each employee who performs colony counts initially upon hire, after training, annually, and periodically when opportunities for improvement are noted.

EMPLOYEE: ________________________________________________________

DATE: ____________________________________________________________

ASSESSED BY: ____________________________________________________
(SUPERVISOR OR DESIGNEE)

A CHECK MARK OR INITIALS TO THE LEFT OF EACH SKILL INDICATES SUCCESSFUL COMPLETION OF EACH.

1. Gather the documentation form and other supplies necessary for counting colonies.

2. Remove plates from the incubator and examine them.

3. Invert each plate and count the number of individual discrete colonies; then place a mark on the bottom of the plate on which each colony was seen.

4. List the plate identification information, the date and time of the colony count, the results, and the initials of the colony counter.

5. Properly dispose of media (after notifying supervisory personnel of the results) per the standard operating procedure.

NOTES AND OBSERVATIONS: