

Forensic Biology Training Manual

Trainee: _____

Training Plan Approvals: _____

Start Date: _____

Completion Date: _____

Completion Approval: _____

Forensic Biology Lead: _____

Manager: _____

PURPOSE

To provide a comprehensive training program for Forensic Biology Examiners (however titled) new to DSS or the FB Unit. Upon successful completion, this program will allow employees to conduct casework independently.

OVERVIEW

1. The Forensic Biology Lead will determine the appropriate training plan. The Assistant Director, Deputy Director and/or Director will approve the training plan.
2. Training may be conducted in stages. Trainees may complete competencies and work on casework for specific procedures prior to completing training in its entirety. Training for additional procedures may subsequently be conducted.
3. The amount of time necessary to achieve competency in a given procedure may be dependent on the trainee's previous experience. With proper approval, training may be modified to account for prior training and experience. Independent procedure practice(s) may be utilized, with Lead approval.
4. Supervised and independent practices will be conducted using mock evidence samples.
5. Upon successful completion of training tasks, a competency will be issued upon a section manager's approval by initialing and dating the appropriate module (see GL 14 for additional information). Competencies will consist of a practical and a written and/or oral component. Competencies may also include a mock court assessment. Written/oral assessments should cover court-type questions when no mock court is utilized.
 - a. Practical: Trainees must obtain intended results. If a report component is included, the report will include appropriate result conveyance.
 - b. Written/Oral: Achieve a grade of 80% or higher.
 - c. Mock Court: Give acceptable, clear testimony. A single formal mock court may be conducted, encompassing multiple modules.
 - d. Upon successful completion, the Lead will notify the Quality Manager, Assistant Director and Deputy Directory via memo of recommended authorization.
 - e. See GL 14.5 for additional information.
6. Literature readings, supplemental references (Appendix 4) and validation summaries are available for trainee review during completion of module tasks.
7. Each case reviewed by a Unit Lead post competency (see applicable modules) will be documented within the training binder by utilizing FB QR-21 (Review Notes Worksheet). A Unit Lead will then initial and date the respective training module indicating completion of all necessary reviews.

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8. In the event that an examiner requires retraining, the area of retraining will be identified. The retraining will be provided and a competency / evaluation period will be initiated as determined by the Deputy Director, along with the Unit Lead, Quality Section and Director. Refer to GL-14 (General Training) and GL-1 (Quality Manual) for further guidance.
9. Since not all case scenarios are captured in training modules, examiners will observe various types of casework evidence upon availability. Examples include, but are not limited to, sexual assault secondary evidence and fingernail samples. Observations of more complex evidence should be formally documented within the training binder. Examiners will be assigned increasingly complex casework based on experience and Unit Lead evaluation.
10. **Module Completion Expectations:**
- a. Modules 1-5: ~4-5 weeks
 - b. Modules 6-9: ~6-8 weeks

RESPONSIBILITY

Section Lead and/or designee of the Forensic Biology Unit (however titled) will provide training.

SAFETY

Use appropriate measures for the proper handling of physical evidence, biological materials and chemicals according to GL-2 (Safety Manual) Safety Data Sheets.

Module 1: General Introduction

Trainee:

Module Completion Date:

Goal(s): The trainee will become familiar with the general DSS operations, general Forensic Biology Unit operations and individual responsibilities.

*No assessment is required for this module.

Task	Trainee Initials/Date	Trainer Initials/Date
<input type="checkbox"/> Complete Laboratory Tour		
<input type="checkbox"/> Orientation to FB Unit		
<input type="checkbox"/> Read all General Laboratory Standard Operating Procedures (GL/SOP)		
<input type="checkbox"/> Complete GL 2.2		
<input type="checkbox"/> Complete GL 14.1		

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Module 2: General Evidence Handling

Trainee:

Module Completion Date:

Goal(s): The trainee will learn to properly handle physical evidence, preserve evidence for future testing, operate the LIMS system, and demonstrate the basic tasks necessary to complete evidence documentation and handling.

Reference(s): GL-4 (LIMS), GL-12 (Evidence Receiving), GL-13 (General Evidence Handling), FB SOP-01 (Evidence Examination and Sample Collection Guidelines), FB SOP-19 (Trace/HLF Examination) pages 1-2 through section 19.5.F.

Task	Trainee Initials/Date	Trainer Initials/Date
<input type="checkbox"/> Orientation to Evidence Receiving (ER) Unit		
<input type="checkbox"/> Learn laboratory case acceptance policies by reading relevant ER SOPs ER SOP -01, -1.1, -02, -04, -09, -17		
<input type="checkbox"/> Successfully complete aseptic training administered by DNA personnel		
<input type="checkbox"/> Orientation to physical storage locations, associated LIMS designations and proper storage conditions for preservation of evidence for FB casework		
<input type="checkbox"/> Orientation to personal protective equipment (PPE) storage locations and proper usage		
<input type="checkbox"/> Learn to demonstrate the procedures for receipt, transfer, storage and return of evidence using LIMS, while maintaining proper chain of custody		
<input type="checkbox"/> Learn to demonstrate how and when to create sub-items for evidence using LIMS		
<input type="checkbox"/> FB specific use of LIMS demonstrated and practiced		
<input type="checkbox"/> Learn to recognize proper evidence packaging and documentation		
<input type="checkbox"/> Learn to recognize physical evidence that requires other examination methods (i.e. trace, latent prints, footwear impression, etc.) Trainer to review LIMS and QR documentation		
Competency approval: _____		
<input type="checkbox"/> Practical – LIMS focused exercise		
<input type="checkbox"/> Written / Oral (circle applicable)		

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*Approved by Director: Dr. Guy Vallaro***Module 3: Legal Training**

Trainee:

Module Completion Date:

Goal(s): The trainee will become familiar with the legal requirements of testimony in Connecticut and receive an overview of expert witness testimony responsibilities.

References(s): GL 1.4 (ANAB Guiding Principles), GL 5 (Ethics), GL 15 (Professional Development), GL 17 (Court Monitoring)

***Module 3 assessment will occur during mock court(s) completed within other modules.**

Task	Trainee Initials/Date	Trainer Initials/Date
<input type="checkbox"/> Receive guidance on examiner qualifications (voir dire), courtroom appearance, court structure and pertinent rules of courtroom		
<input type="checkbox"/> Prepare a curriculum vitae Upon review, load to Qualtrax		
<input type="checkbox"/> Read DOJ Code of Professional Responsibility for the Practice of Forensic Science		
<input type="checkbox"/> Read transcripts of previous FB testimony		
<input type="checkbox"/> Review discovery and admissibility rules - <i>Daubert v Merrell Dow Pharmaceuticals</i> - <i>Frye v US</i> - <i>State v Porter</i>		

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Module 4: Swab and Small Evidence Case Examinations

Trainee:

Module Completion Date:

Goal(s): Trainee will learn to examine swabs and small items requiring sample collection from areas of interest, including wearer. Trainee will demonstrate appropriate sample collection methods and be able to recognize appropriate collection areas. In addition, trainer will introduce Direct-to-DNA and how to recognize when sample preparation of this type may be necessary.

Reference(s): FB SOP-01 (Evidence Examination and Sample Collection Guidelines), FB SOP-30 (M-Vac® Sample Collection)

4A – Swab Only Examination

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
<input type="checkbox"/> Review a minimum of (2) completed swab only cases		
1. DSS-		
2. DSS-		
<input type="checkbox"/> Observe trainer conduct a minimum of (2) swab exams		
<input type="checkbox"/> Supervised practice of a minimum of (2) swab exams		
<input type="checkbox"/> Introduction to Direct-to-DNA case types		
<input type="checkbox"/> Read literature: - <i>“Touch DNA Analysis: Using the Literature to Help Answer Some Common Questions”</i> – Suzanne Ryan - <i>“DNA Transfer in Forensic Science: A Review”</i> – Roland A.H. van Oosscht et al		
Competency approval:		
<input type="checkbox"/> See Modules 4A & 4B comprehensive competency		
<input type="checkbox"/> Practical		
<input type="checkbox"/> Written / Oral (circle applicable)		
<input type="checkbox"/> Mock Court		

Post-Competency: New examiners must have a minimum of first (2) case jackets reviewed by a Unit Lead.

1. _____ 2. _____

Reviews completed: _____

*Approved by Director: Dr. Guy Vallaro***4B – Small Evidence Examination**

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs and photos		
<input type="checkbox"/> Review a minimum of (3) completed small item cases 1. DSS- 2. DSS- 3. DSS-		
<input type="checkbox"/> Observe trainer conduct a minimum of (3) small evidence exams		
<input type="checkbox"/> Supervised practice of a minimum of (3) small evidence exams		
<input type="checkbox"/> Trainer will review and/or demonstrate how to identify potential damage, or other areas of interest for sample collection		
<input type="checkbox"/> Firearm safety training		
Competency approval:		
<input type="checkbox"/> See Modules 4A & 4B comprehensive competency		
<input type="checkbox"/> Practical		
<input type="checkbox"/> Written / Oral (circle applicable)		
<input type="checkbox"/> Mock Court		

Post competency: New examiners must have a minimum of first (3) case jackets reviewed by a Unit Lead.

1. 2. 3.

Reviews completed: _____

Modules 4A & 4B Comprehensive Competency approval: _____

Task	Trainee Initials/Date	Trainer Initials/Date
<input type="checkbox"/> Practical		
<input type="checkbox"/> Written / Oral (circle applicable)		
<input type="checkbox"/> Mock Court		

Post competency: New examiners must have a minimum of first (5) case jackets reviewed by a Unit Lead.

1. 2. 3.
4. 5.

Reviews completed: _____

*Approved by Director: Dr. Guy Vallaro***4C – M-Vac® DNA Sample Collection**

Goal(s): Trainee will receive instruction on how to prepare agency-submitted M-Vac® filters for DNA as well as the proper use of the M-Vac® system, including sample collection and preservation.

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS, on relevant FB QRs and photos		
<input type="checkbox"/> Read validation summary for M-Vac®		
<input type="checkbox"/> Watch provided M-Vac® video		
<input type="checkbox"/> Review a minimum of (3) completed cases 1. DSS- 2. DSS- 3. DSS-		
<input type="checkbox"/> Observe trainer conduct a minimum of (2) M-Vac® system collection exams		
<input type="checkbox"/> Supervised practice of a minimum of (1) M-Vac® system collection exam		
Competency approval:		
<input type="checkbox"/> Practical: Part A – collection, preservation, documentation		
<input type="checkbox"/> Part B – DNA results		
<input type="checkbox"/> Written / Oral (circle applicable)		

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*Approved by Director: Dr. Guy Vallaro***Module 5: Blood Testing**

Trainee:

Module Completion Date:

Goal(s): Trainee will receive practical instruction on blood testing.**Reference(s):** FB SOP-01 (Evidence Examination and Sample Collection Guidelines), FB SOP-05 (Reports and Records), FB SOP-08 (Screening Tests for Blood), SOP-11 (RIAs for Blood), FB SOP-28 (ML2-IR Crime-Lite)**5A - Blood Screening: Kastle-Meyer (KM) and o-Tolidine (oTol)** – oTol training should be completed in conjunction to, or after KM training.

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS (or photo documentation for ML2-IR) and on relevant FB QRs and photos		
<input type="checkbox"/> Read validation summaries for ML2-IR		
<input type="checkbox"/> Review a minimum of (3) completed cases with KM testing		
1. DSS-		
2. DSS-		
3. DSS-		
<input type="checkbox"/> Review (2) completed cases with oTol testing		
1. DSS-		
2. DSS-		
<input type="checkbox"/> Observe trainer conduct a minimum of (3) KM tests		
<input type="checkbox"/> Supervised practice of a minimum of (3) KM tests		
<input type="checkbox"/> Observe trainer demonstrate proper use of ML2-IR		
<input type="checkbox"/> Supervised practice of proper use of ML2-IR		
<input type="checkbox"/> Observe trainer conduct a minimum of (1) oTol test		
<input type="checkbox"/> Supervised practice of a minimum of (1) oTol test		
<input type="checkbox"/> Trainer will demonstrate report writing and appropriate result conveyance		
<input type="checkbox"/> Supervised practice of report writing		
Competency – KM / oTol / Both approval: _____		
<input type="checkbox"/> Practical: Part A - KM/OT (with report / no report)		
<input type="checkbox"/> Part B - ML2-IR (no report)		
<input type="checkbox"/> Written / Oral (circle applicable): Part A - KM/OT		
<input type="checkbox"/> Written / Oral (circle applicable): Part B - ML2-IR		
<input type="checkbox"/> Mock Court		

Post-Competency: Examiners must have a minimum of three (3) case jackets reviewed by a Unit Lead.

1. 2. 3.

Reviews completed: _____

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Division of Scientific Services

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*Approved by Director: Dr. Guy Vallaro***5B - Blood Rapid Immunoassays: RSID-Blood (RSID) and ABACard Hematrace (HT)**

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
<input type="checkbox"/> Read validation summaries for each RSID and HT		
<input type="checkbox"/> Review a minimum of (3) completed cases with RSID testing 1. DSS- 2. DSS- 3. DSS-		
<input type="checkbox"/> Review a minimum of (3) completed cases with HT testing 1. DSS- 2. DSS- 3. DSS-		
<input type="checkbox"/> Observe trainer conduct a minimum of (2) RSID tests. Trainee must observe a minimum of (1) sample extraction		
<input type="checkbox"/> Supervised practice of a minimum of (2) RSID tests, including sample extraction		
<input type="checkbox"/> Observe trainer conduct a minimum of (2) HT tests. Trainee must observe a minimum of (1) sample extraction.		
<input type="checkbox"/> Supervised practice of a minimum of (2) HT tests, including sample extraction		
<input type="checkbox"/> Trainer will demonstrate report writing and appropriate result conveyance		
<input type="checkbox"/> Supervised practice of report writing		
Competency – RSID-Blood / HT / Both approval:		
<input type="checkbox"/> Practical (with report)		
<input type="checkbox"/> Written / Oral (circle applicable)		
<input type="checkbox"/> Mock Court		

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*Approved by Director: Dr. Guy Vallaro***Module 6: Body Fluid Testing**

Trainee:

Module Completion Date:

Goal(s): Trainee will receive practical instruction on body fluid testing.**Reference(s):** FB SOP-01 (Evidence Examination and Sample Collection Guidelines), FB SOP-05 (Reports and Records), FB SOP-12 (Screening Test for Semen), SOP-13 (Extraction of Samples for Semen), SOP-14 (Identification of Spermatozoa), Axio Scope.A1 Operating Manual, SOP-15 (RIA for Semen), SOP-16 (Test for Amylase), SOP-28 (ML2-IR Crime-Lite)**6A – Acid Phosphatase and Extraction**

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs and photos		
<input type="checkbox"/> Read validation summaries for AP and Extraction		
<input type="checkbox"/> Review a minimum of (3) completed cases with AP and Extraction <ol style="list-style-type: none"> 1. DSS- 2. DSS- 3. DSS- 		
<input type="checkbox"/> Observe trainer demonstrate proper use of ALS		
<input type="checkbox"/> Observe Brentamine Test Reagent preparation		
<input type="checkbox"/> Observe trainer conduct a minimum of (3) AP tests including direct and indirect methods		
<input type="checkbox"/> Observe trainer conduct a minimum of (1) sample extraction		
<input type="checkbox"/> Supervised practice of a minimum of (3) AP tests, including direct and indirect methods		
<input type="checkbox"/> Supervised practice of a minimum of (1) sample extraction		
<input type="checkbox"/> Trainer will demonstrate report writing and appropriate result conveyance		
<input type="checkbox"/> Supervised practice of report writing		
Competency – AP / Extraction / Both approval: _____		
<input type="checkbox"/> See Module 6 comprehensive competency		
<input type="checkbox"/> Practical (with report) to include ALS		
<input type="checkbox"/> Written / Oral (circle applicable) to include ALS		
<input type="checkbox"/> Mock Court		

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6B: Spermatozoa Identification – Sperm Hy-Liter (SH) and Christmas Tree (CT) Staining

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS, on relevant FB QRs, and photos (for SH).		
<input type="checkbox"/> Read validation summaries		
<input type="checkbox"/> Review a minimum of (2) completed cases with SH testing 1. DSS- 2. DSS-		
<input type="checkbox"/> Review a minimum of (2) completed cases with CT testing 1. DSS- 2. DSS-		
<input type="checkbox"/> Trainer will demonstrate unstained smear searching for red blood cells and sperm identification (SH)		
<input type="checkbox"/> Trainer will demonstrate SH staining procedure to include border preparation, QR-14, direct pellet and resuspended pellet methods; minimum (2) smears		
<input type="checkbox"/> Observe a minimum of (2) SH smear searches. Trainer will demonstrate appropriate use of fluorescent microscope and photo-documentation.		
<input type="checkbox"/> Supervised practice of SH staining procedure from <u>extract</u> ; minimum of (2) smears (1 each direct/indirect)		
<input type="checkbox"/> Supervised practice of SH smear searches		
<input type="checkbox"/> Trainer will demonstrate CT staining procedure to include smear prep and sperm search; minimum (2) smears		
<input type="checkbox"/> Supervised practice of CT staining procedure and sperm search; minimum of (2) smears		
<input type="checkbox"/> Complete independent sperm search practice set		
<input type="checkbox"/> Trainer will demonstrate report writing and appropriate result conveyance		
<input type="checkbox"/> Supervised practice of report writing		
Competency – SH / CT / Both approval: _____		
<input type="checkbox"/> See Module 6 comprehensive competency		
<input type="checkbox"/> Practical (with report)		
<input type="checkbox"/> Written / Oral (circle applicable)		
<input type="checkbox"/> Mock Court		

Post-Competency: New analysts must have a minimum of three (3) negative smears verified.

1.

2.

3.

Smear verifications conducted: _____

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6C – p30

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
<input type="checkbox"/> Read validation summaries for p30		
<input type="checkbox"/> Review a minimum of (3) completed cases 1. DSS- 2. DSS- 3. DSS-		
<input type="checkbox"/> Observe trainer conduct a minimum of (3) p30 tests.		
<input type="checkbox"/> Supervised practice of a minimum of (3) p30 tests		
<input type="checkbox"/> Trainer will demonstrate report writing and appropriate result conveyance		
<input type="checkbox"/> Supervised practice of report writing		
Competency approval: _____		
<input type="checkbox"/> See Module 6 comprehensive competency		
<input type="checkbox"/> Practical (with report)		
<input type="checkbox"/> Written / Oral (circle applicable)		
<input type="checkbox"/> Mock Court		

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6D – Amylase

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs and photos		
<input type="checkbox"/> Read validation summaries		
<input type="checkbox"/> Review a minimum of (3) completed cases 1. DSS- 2. DSS- 3. DSS-		
<input type="checkbox"/> Observe trainer demonstrate proper use of ALS		
<input type="checkbox"/> Observe trainer conduct a minimum of (3) amylase tests. Trainee must observe a minimum of (1) test directly from an extract		
<input type="checkbox"/> Supervised practice of a minimum of (2) amylase tests		
<input type="checkbox"/> Trainer will demonstrate report writing and appropriate result conveyance		
<input type="checkbox"/> Supervised practice of report writing		
Competency	approval:	
<input type="checkbox"/> See Module 6 comprehensive competency		
<input type="checkbox"/> Practical (with report) to include ALS		
<input type="checkbox"/> Written / Oral (circle applicable) to include ALS		
<input type="checkbox"/> Mock Court		

Module 6 Comprehensive Competency **approval:** _____**AP / Extraction / CT / SH / p30 / Amylase / ALL**

Task	Trainee Initials/Date	Trainer Initials/Date
<input type="checkbox"/> Practical (with report) to include ALS		
<input type="checkbox"/> Written / Oral (circle applicable) to include ALS		
<input type="checkbox"/> Mock Court		

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*Approved by Director: Dr. Guy Vallaro***Module 7: Sexual Assault Evidence Collection Kit Examination (Direct-to-DNA)**

Trainee:

Module Completion Date:

Goal(s): Trainee will receive practical instruction on sexual assault kit examination.**Reference(s):** FB SOP-01 (Evidence Examination and Sample Collection Guidelines), FB SOP-02 (SAECK Exam), SOP-06 (Autopsy Sample Preservation), SOP-07 (Whole Blood Sample Preservation)

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS and on relevant FB QRs		
<input type="checkbox"/> Read Public Act 15-207 and Public Act 18-83		
<input type="checkbox"/> Review a minimum of (3) completed cases with SAKs 1. DSS- 2. DSS- 3. DSS-		
<input type="checkbox"/> Observe trainer conduct a minimum of (3) SAK examinations.		
<input type="checkbox"/> Supervised practice of a minimum of (2) SAK examinations		
<input type="checkbox"/> Complete practice workflow packet		
Competency approval:		
<input type="checkbox"/> Practical		
<input type="checkbox"/> Written / Oral (circle applicable)		
<input type="checkbox"/> Mock Court		

Post- Competency: New examiners must have a minimum of first (5) case jackets reviewed by a Unit Lead.

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | |

Reviews completed: _____

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*Approved by Director: Dr. Guy Vallaro***Module 8: Human Hair Screening and Identification**

Trainee:

Module Completion Date:

Goal(s): Trainee will be able to identify a human hair and tissue-like material and prep hair root for DNA testing.

Reference(s): FB SOP-01 (Evidence Examination and Sample Collection Guidelines),
FB SOP-05 (Reports and Records), FB SOP-19 (Trace/HLF Exam)

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations and supervised practice will include documentation in LIMS, on relevant FB QRs and photos.		
<input type="checkbox"/> Review a minimum of (2) completed cases 1. DSS- 2. DSS-		
<input type="checkbox"/> Observe a minimum of (3) hair-like fiber examinations		
<input type="checkbox"/> Supervised practice of a minimum of (3) hair-like fiber examinations		
<input type="checkbox"/> Trainer will demonstrate report writing and appropriate result conveyance		
<input type="checkbox"/> Supervised practice of report writing		
Competency approval: _____		
<input type="checkbox"/> Practical (with report)		
<input type="checkbox"/> Written / Oral (circle applicable)		
<input type="checkbox"/> Mock Court		

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*Approved by Director: Dr. Guy Vallaro***Module 9: Technical and Administrative Reviews**

Trainee:

Module Completion Date:

Goal(s): The trainee will learn the necessary steps to conduct technical and administrative reviews. The trainee will demonstrate the tasks necessary to properly complete reviews.

*No competency is required for this module.

Reference(s): FB SOP-05 (Reports and Records), GL-18 (Case Reviews)

Task	Trainee Initials/Date	Trainer Initials/Date
*Observations will include documentation in LIMS and on relevant FB QRs		
<input type="checkbox"/> Observe trainer conduct a minimum of (4) TR/AR reviews. 1. DSS- 2. DSS- 3. DSS- 4. DSS-		
<input type="checkbox"/> Practice a minimum of (3) TR/AR reviews (will be evaluated by Unit supervisor). 1. DSS- 2. DSS- 3. DSS-		