

Knowledge and Skills Assessment for Personnel in Community Clinics and Doctors' Offices – Verification Checklist for Preceptors or Self-assessment

General Awareness

	student	preceptor	Date
Knows where to access OHS legislation			
Has attended host site orientation			
Is aware of procedure to report incidents			
Is aware of site emergency response plans			
Is aware of legal rights related to OHS			
Has had appropriate immunizations			
Has had pre-placement or other medical screening			
Has reviewed the Handbook of OHS Hazards and Controls for Community Clinics and Doctors' Offices			
Has reviewed the "test your knowledge" section of the Handbook			

Biological Hazards and Controls

	student	preceptor	Date
Uses safety engineered medical devices and disposes of sharps properly			
Knows how to use disinfectants properly			
Can describe and demonstrates ability to follow Routine Practices and Additional Precautions			
Has been fit-tested and knows when and how to wear respirators			
Is aware of common biological hazards and controls, including the use of isolation			
Uses Personal Protective Equipment as required			

Chemical Hazards and Controls

	student	preceptor	Date
Has had WHMIS training			
Has reviewed MSDSs for chemicals in use (disinfectants, cleaning chemicals, mercury, latex)			
Has been trained in spill response			
Demonstrates ability to work safely with hazardous drugs			
Knows and uses appropriate PPE			

Physical Hazards and Controls

	student	preceptor	Date
Has received training in ergonomics			
Can adjust work stations and modify work to reduce MSIs			
Understands controls to reduce burns, including working with cryogenic materials			
Has had appropriate training for working with compressed gases (oxygen tanks)			
Wears appropriate footwear to reduce slips and falls			
Handles sharps, instruments and broken glass properly			
Wears appropriate PPE			

Psychological Hazards and Controls

	student	preceptor	Date
Is aware of organizational policies and procedures regarding abuse and violence			
Is able to identify examples of abusive behaviour			
Understands working alone legislation and can identify principles as they apply			
Is aware of communication procedures when working alone			
Is aware of access to Employee Assistance and Critical Incident Stress management programs			
Understands signs and symptoms of depression and substance abuse			
Understands the importance of a healthy lifestyle and a good work-life balance			
Understands and practices good cross-generational communication			
Knows the reporting procedure for environmental factors that may be impacting psychological well-being			

