

# 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: